



POSITION DESCRIPTION

Position Title:	Executive Officer
Cluster / Business Unit / Division	Office of the CEO
Section or Unit:	Office of the CEO
Classification:	Band 8
Job Family:	Administration
Position Description Number:	PD-1323
Work Contract Type:	Manager
STEMM/NON-STEMM:	NON-STEMM
STEMM CATEGORY:	

POSITION PURPOSE

The primary objective of the Executive Officer to the CEO is to provide high level support and direct operational and strategic advice to the ANSTO Chief Executive Officer (CEO) and the ANSTO Executive Team. This position will assist the CEO in execution of strategic priorities, decision making, and acting as a liaison point between the CEO and members of the ANSTO Executive Team. The position will represent the CEO as required, manage special projects, prepare sensitive and complex correspondence and deliver continuity to any acting CEO in the absence of the ANSTO CEO.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Office of the CEO is the key point of responsibility for the organisation. All key strategic, operational and financial decisions are made within this office.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Operate as a strategic partner to the CEO, which includes contributing to the overall strategic vision, shaping organisational culture and executing to the strategic priorities;
 - Provide expert and authoritative analysis, advice and support to the CEO and executive team on a broad range of high level strategic, operational and sensitive issues;
- Collaborate with the CEO and Executive team;
- Work with senior leaders to mobilise organisational resources;
 - Sponsor, manage and support key organisational projects and strategic initiatives, ensuring effective implementation and appropriate change management;
- Provide management and effective governance of the office of the CEO;
 - Assess workflow and inquiries directed to the CEO's office, and with appropriate consultation determine the proper course of action including prioritising, tracking, delegating and escalating as appropriate.
 - Aid the CEO in the preparation for the Board reporting cycle including, preparation and review of board reports and presentations.
- Develop and empower people

- Provide leadership in respect of diversity and inclusion with equity within ANSTO and with its service providers;
- Coordinate organisational design
 - Contribute to the development, compliance and review of relevant ANSTO policies, procedures and delegations across the organisation so that internal control mechanisms are strengthened and operational risks are minimised;
 - Drive continuous improvement in the context of Operational Excellence;
- Safety: Fulfil OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.

Decision Making

Commensurate with direct reporting line to the CEO charged with Executive Officer Accountability

- Financial and other delegations as a General Manager with responsibility for operating and capital budgets, business, workforce and asset plans.
- The position works within ANSTO as a Corporate Commonwealth Entity under the ANSTO act and governed by the ANSTO Board, reporting to the CEO: within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, and objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determines key work priorities within the context of agreed work plans and consults with the CEO or Executive team on complex, sensitive and major issues that have a significant impact on the organisation.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Contributing to the design of the strategic vision and collaboratively driving the strategic execution of ANSTO's priorities;
- Establishing solid working relationships with a wide range of key senior stakeholders to ensure cross-ANSTO collaboration;
- Being a visible change agent and taking an active role in embedding operational models and continuous improvement programs;
- Develop and implement methods, policies, procedures and systems to assure the highest level of support to the CEO.

KEY RELATIONSHIPS

Who	Purpose
Internal	
CEO	<ul style="list-style-type: none"> ● Receive guidance and direction ● Provide expert, authoritative and evidence based advice ● Recommend and gain endorsement for plans and goals and key initiatives

Executive Team	<ul style="list-style-type: none"> • Provide strategic, management and expert advice and analysis on a full range of matters • Lead and contribute to group decision making processes, strategic and planning • Organise, Collaborate and share accountability • Negotiate and resolve conflicts
Executive Assistant to the CEO and COO	<ul style="list-style-type: none"> • Collaboratively manage workflow in the Office • Provide guidance to diary management for CEO
External	
Government representatives, regulators, strategic partners and key stakeholders	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships • Share knowledge and deliver outcomes through partnerships

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the CEO
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2023/2024)

Revenue / Grants
Operating Budget
Staffing Budget
Capital Budget
Assets

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time May be required to travel both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements May be required to obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher qualification in management or other relevant discipline;
2. Experience in dealing with multiple high priority issues in short timeframes;
3. Ability to think strategically, handle ambiguity and work in a fast paced, limited-structure environment;
4. Experience in dealing with international and domestic governments;
5. Contributing to strategy formulation and implementation at an organisational level;
6. Leading and managing staff to achieve strategically aligned outcomes;
7. Ability to initiate and manage change, allocate resources effectively, and identify and manage risks;
8. Superior high level negotiating, communication and influencing skills,
9. Knowledge of Australia's nuclear policy and related issues;
10. Demonstrated strong business judgment, professional etiquette, and complex problem-solving ability;
11. Ability to listen to extensive discussions and provide a concise summary of all pertinent data;
12. Demonstrated ability to collaborate with a wide range of stakeholders and manage relationships to ensure effective outcomes.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Shaun Jenkinson	Name:	
Title:	Chief Executive Officer	Title:	
Signature:		Signature:	
Date:		Date:	