



POSITION DESCRIPTION

Position Title:	Senior Professional Officer
Cluster / Business Unit / Division	Nuclear Science & Technology
Section or Unit:	Biosciences / Irradiations
Classification:	Band 6
Job Family:	Science
Position Description Number:	PD-2316
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The Senior Professional Officer's primary objective is to ensure the provision of irradiation and dosimetry services that satisfy customer, collaborator and partner needs and meet applicable licensing requirements. The position holder interacts directly with internal and external customers to match facility capabilities with their needs. The position holder uses expertise and experience to ensure the safe and efficient operation of the irradiation facilities that comply with TGA, ARPANSA, Biosecurity and other regulatory requirements.

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.

Nuclear Science & Technology (NST) incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge and provides nuclear-based products and services for the benefit of Australia.

The Research Infrastructure portfolio consists of platforms established on scientific infrastructure and capabilities, with a number of the platforms categorised as landmark infrastructure. This includes a range of scientific assets, infrastructure, capability development and delivery for multi-decadal, multi-disciplinary, multi-user platforms for a collaborative user community and for internal research and development endeavours.

Biosciences is a Research Infrastructure platform which includes facilities and capabilities organised into three groups – Radiochemistry, Irradiations, and Biology & Preclinical Imaging. The platform partners with pharmaceutical, biomedical and medical devices companies to bring new products and methods to market. It collaborates with the NST Human Health research theme to develop greater understanding of disease states, diagnosis and treatment, assists in optimising ANSTO Nuclear Business production methods and develops new and improved methods of deploying landmark infrastructure and nuclear methods for the benefit of partners, collaborators and customers.

The Irradiations group provides Australia's only precision high-dose gamma and x-ray irradiation services, facilitating applied research and innovation, supporting Australian researchers and industries in the key areas of healthcare, food and agriculture, space science and advanced materials.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide expert advice to external and internal customers, collaborators and partners in response to enquiries for irradiation and dosimetry services.
- Use professional judgement and specialist expertise to determine and implement optimum procedures for radiation processing and dosimetry service activities according to customer specifications and regulatory requirements.
- Responsible for the on-time delivery of radiation processing and dosimetry service activities according to customer specifications and regulatory requirements, including the analysis of data and reporting results.
- Prepare and calibrate dosimetry systems for supply to domestic and international commercial irradiation services. Expertise and experience are required to implement the calibration process, analyse data, and ensure measurement performance is in compliance with documented procedures.
- Ensure compliance with Therapeutic Goods Administration production licensing requirements, biosecurity and other licensing requirements. The role holder has a regulatory responsibility as the nominated person for 'Production' on the TGA licence for the radiation treatment of therapeutic goods.
- Responsible for the development and maintenance of quality, safety, and compliance programs. Write SRA, SWMES, work instructions and procedures for equipment usage and for safe operational practice, validation records, protocols and batch records, to ensure all regulatory requirements are met.
- Use professional experience and knowledge of facility systems to participate in surveillance, certification and other audits of the facility, as well as conduct compliance checks and audits to identify opportunities for improvement and implement corrective actions.
- Area Supervisor for several laboratories, ensuring compliance with training, safety, procedural and regulatory requirements.
- Actively encourage sharing of knowledge and experience within the team, providing mentoring advice and guidance.
- Undertake additional duties as required and during period of leave of other team members.

Decision Making

- The ANSTO values, organisational corporate plan, integrated business planning process, the NST strategic plan and the Biosciences business plan provide the context for the position.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in performing tasks, including deciding on methods and approaches, production scheduling and customer communication.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to Manager, Irradiations, 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.
- Determine independently, within the context of agreed work plans, the prioritisation, scheduling and delivery of irradiation and dosimetry services to meet customer needs.
- Consult with the Manager, Irradiations, on issues that are complex, sensitive and have a significant impact on the Irradiations group and its operations.

- 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

- Assessing the viability of proposed approaches, exercising sound technical judgement and providing advice on the most effective methods and procedures in order to influence key stakeholders.
- Understanding and balancing the different expectations from a variety of users, collaborators and partner communities.
- Taking actions to achieve desired outcomes, assess the risks, costs and benefits involved.
- Continually challenge established ways of working in favour of more productive approaches.
- Keeping abreast of recent developments in the field, ensuring continual improvement and implementation of best practice.
- Improving customer service, response times and delivery efficiencies.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager, Irradiations	<ul style="list-style-type: none"> • Receive guidance and direction. • Receive performance requirements consistent with the business plan and objectives. • Provide advice on operational and capital budgetary requirements. • Recommend and gain approvals for facility modifications, enhancements, improvements, and process/procedure changes or improvements. • Escalate issues and propose solutions. • Provide regular updates on key tasks, issues, and priorities. • Provide expert, authoritative and evidence-based advice.
Irradiations team members	<ul style="list-style-type: none"> • Determine work priorities. • Deliver to the business plan. • Provide expert advice and analysis on a full range of matters. • Influence and shape group decision making processes, planning and goals. • Collaborate and share accountability. • Identify and negotiate solutions to conflicting demands on resources.
NST research groups, ANSTO Nuclear Medicine, Minerals	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence-based advice for inquiries relating to irradiation and dosimetry services. • Develop and maintain collaborative and productive relationships.
External	
Industries, Universities, Government organisations	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence-based advice for inquiries relating to irradiation and dosimetry services. • Develop and maintain collaborative and productive relationships.
Regulators (TGA, ARPANSA, Biosecurity)	<ul style="list-style-type: none"> • Provide evidence-based information and advice. • Ensure safety and regulatory compliance. • Provide accurate and timely reports.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager, Irradiations
Direct Reports	Nil
Indirect reports	Senior Facility Technician
Financial Data (2022/2023)	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A
Special / Physical Requirements	
Location:	Lucas Heights
Travel:	Operational needs may require temporary and/or periodic assignments at collaborative partner facilities within Australia or internationally.
Physical:	Office based physical requirements (sitting, standing, manual handling, movement around office and site, extended hours working at computer). Production environment and laboratory physical requirements including lifting, standing for moderate periods, operating plant and equipment. Wearing personal protective equipment for the handling of hazardous and/or radioactive materials.
Radiation areas:	Will be required to work in radiation areas under tightly regulated conditions. Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions. Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions.
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements
Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Are Supervisor Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant scientific field (Physics, Chemistry, Biology, Engineering) or equivalent relevant experience.
2. Demonstrated experience working with equipment and procedures in a wet chemistry or analytical laboratory; experience working with radiation equipment and measuring techniques would be advantageous.
3. Demonstrated experience ensuring own work and work of others complies with quality, safety, standards, regulatory and statutory requirements, ideally gained through working within a highly regulated manufacturing environment.
4. Demonstrated knowledge and experience working with quality systems such as GMP and ISO standards.
5. Proven ability to work productively as part of a small team, with emphasis on sharing information amongst team members and seeking continual improvement.
6. Demonstrated ability to manage jobs, including the co-ordination of the work of other staff, effective deployment of resources, ability to manage multiple tasks, priority management and organisational skills.
7. Demonstrated strong and effective communication, interpersonal and negotiation skills that support productive teamwork and a customer focus.

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:	Dr Justin Davies	Name:	Dr John Bennett
Title:	Manager, Irradiations	Title:	Leader, Biosciences
Signature:		Signature:	
Date:		Date:	

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour