



## POSITION DESCRIPTION

<b>Position Title:</b>	General Manager - NST Capital Portfolio
<b>Cluster / Business Unit / Division</b>	Nuclear Science and Technology
<b>Section or Unit:</b>	Capital Portfolio
<b>Classification:</b>	Band 9
<b>Job Family:</b>	Australian Synchrotron
<b>Position Description Number:</b>	PD-227166
<b>Work Contract Type:</b>	Executive
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective of the General Manager-NST Capital Portfolio is to strategically lead program managers, senior project managers and project managers to deliver major, complex, multi-disciplinary ANSTO projects from conception to completion across both the Lucas Heights and Clayton campuses. The General Manager-NST Capital Portfolio develops and oversees a diverse NST Project Portfolio through the governance of the portfolio lifecycle, effective planning, stakeholder management and key milestone delivery, as chair of the Nuclear Science and Technology Portfolio Review Committee. The General Manager-NST Capital Portfolio oversees strategic project and pipeline planning and prioritisation, providing expert and strategic advice aligned to ANSTO corporate and NST strategic objectives. This includes the delivery, quality, risk and budget management of all NST capital projects.

The General Manager-NST Capital Portfolio reports to the Group Executive Nuclear Science and Technology. The position has several direct and indirect reports and provides leadership, supervision, and guidance across the NST portfolio, which include scientists, engineers, technical staff, site supervisors, consultants, and contractors to define, develop, plan and prioritise multi-million dollars of capital projects across the group. The role also provides local leadership and direction to Clayton-based project management staff, through the Australian Synchrotron Management Team, and works with other department leads to provide strategic input and operational support at the Australian Synchrotron

### 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.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Lead and direct the functions of the Nuclear Science and Technology (NST) capital portfolio, including effective management of staff, budget, and resources; and the development and implementation of

strategies to improve work practices, systems and processes to ensure the delivery of high-quality project and program outcomes.

- As Chair of the NST Portfolio Review Committee, provide expert leadership to develop, review and maintain a comprehensive and effective strategy for the delivery of Science Research Infrastructure programs across the Lucas Heights and Clayton campuses of ANSTO, aligned with decadal plans.
- Prioritise and allocate capital expenditure of the NST Portfolio in accordance with authorisation levels for program and project personnel as per the ANSTO Delegation Manual.
- Oversee the delivery of NST projects on-time, within approved budget, and conforming to internal and external performance, quality, safety, environmental and regulatory requirements.
- Integrate and embed governance procedures and processes from the Capital Program Management Office into the strategic planning and operations of NST
- Manage and develop a team of Project and Program Managers to deliver a variety of high-profile, complex projects and programs.
- Lead and manage BRIGHT, a major scientific research infrastructure program based in Clayton which will deliver 8 new beamlines to the Australian Synchrotron, including management of \$100M budget, resources, and delivery schedule.
- Lead and manage the Australian Synchrotron Capital Portfolio, including responsibility for delivering a \$28M major and minor projects annual program.
- Lead and manage the Lucas Height NST Capital Portfolio, including responsibility for delivering an \$16M major and minor projects annual program. Provide senior leadership to ANSTO Clayton through strategic input into the management of budget, staffing, safety, licensing, policy, strategic planning, and stakeholder and is part of the Australian Synchrotron Management Team.
- Provide senior leadership and direction to the Lucas Heights NST Platform and Research Leaders for the management and strategic prioritisation of capital programs and projects.
- Chair Australian Synchrotron Portfolio Governance and Program Management Committees and major project Steering Committees.
- Undertake additional duties as required and during periods of leave of other staff.

### **Decision Making**

- The position works within a framework of legislation, policies, professional standards and resource parameters with considerable independence in determining how to achieve objectives, including methods and approaches, business and project planning, and allocation of resources.
- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided to the General Executive NST and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements or in the absence of complete information or expert advice.
- Key work priorities within the context of agreed work plans and will consult with the General Executive NST on the more complex, sensitive and political issues that have a significant impact on the organisation's functions.
- 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**

- Develop and implement a comprehensive investment strategy for the Nuclear Science and Technology group that aligns with decadal planning and supports the successful delivery of major, complex, multi-disciplinary ANSTO projects in full compliance with evolving customer, stakeholder, and regulatory requirements

- Oversee the delivery of high-profile programs and projects meeting challenging timeframes, budgets, and requirements.
- Integration of new governance procedures and systems across three NST programs
- Resource planning and allocation while running parallel major programs with conflicting priorities
- Coordination of the activity of >40 staff involved in designing, building, and commissioning of new beamlines.
- Coordination between the construction of new beamlines and existing Australian Synchrotron operations.
- Prioritisation and delivery of NST capital programs of major and minor projects annually.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Group Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for business plans and goals and change management initiatives</li> </ul>
CPMO	<ul style="list-style-type: none"> <li>• Collaborate and share accountability</li> <li>• Integration of project, program and portfolio level governance</li> </ul>
NST Platform/ Research Leaders	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on the operational and strategic management of the portfolio of projects and capital programs</li> </ul>
Committees and Working Groups	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to executive decision-making processes, strategic planning, and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance, and support</li> <li>• Set performance requirements and manage performance and development</li> <li>• Engage to monitor trends, performance and progress against the strategic and business plan and evaluate further support required to ensure delivery against the plan</li> </ul>
<b>External</b>	
Key Stakeholders -Funders; External Scientific Advisory Committees; Government; external suppliers, regulators	<ul style="list-style-type: none"> <li>• Establish and maintain collaborative relationships</li> <li>• Present and report on portfolio performance</li> <li>• Represent and advocate the ANSTO position</li> <li>• Undertake contract negotiations</li> </ul>

## POSITION DIMENSIONS

Staff Data	
Reporting Line	General Executive, NST
Dot line reporting line	None
Direct Reports	Senior Project Managers, Project Managers, Senior Scheduler and Project Officer (approx. 10 staff)
Indirect Reports	Project Accountant; Project Managers; Lead Scientists; Lead Engineers; project team members and subject matter experts

Financial Data	
Revenue / Grants	\$100M BRIGHT Program
Operating Budget	-
Staffing Budget	10-12 staff
Capital Budget	\$44M annual NST
Assets	0

Special / Physical Requirements	
Location:	Clayton Working in different areas of designated site/campus as needed
Travel:	Frequent travel to ANSTO sites within Australia 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) Public speaking
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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers 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

On File

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Engineering, Science, or related discipline with relevant experience.
2. Formal qualification in Project Management such as Diploma or certification
3. Extensive project management experience in complex environments with a proven record of delivery.
4. Demonstrated experience as a Portfolio Manager, ideally in a scientific or R&D regulated environment, including financial planning, forecasting and reconciliation to maintain project financial health.

5. Demonstrated strategic planning experience, encompassing strategic, and analytical skills, the ability to set direction and use sound judgment to make critical decisions.
6. High level of organisation skills, with demonstrated multitasking capabilities corresponding to managing parallel major complex delivery programs and the ability to effectively manage a range of conflicting priorities.
7. High level of influencing skills, an ability to lead and influence change, often in the absence of direct authority, working with a diverse range of project team members and stakeholders.
8. Proven experience leading and managing people in a high-performance team including providing functional direction to members of multi-disciplinary groups.
9. Exceptional stakeholder engagement and communications skills with the ability to interact with diverse stakeholder groups.
10. High level of interpersonal and communication skills, the demonstrated ability to influence good collaborations and improve work practices.
11. Demonstrated capacity to work independently and as part of a team requiring sound professional judgement, decision-making and problem-solving skills.
12. Personal commitment to safety practices for all staff, contractors and visitors to the ANSTO Clayton campus.

#### 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:	Andrew Peele	Name:	Andrew Peele
Title:	Group Executive Nuclear Science and Technology	Title:	Group Executive Nuclear Science and Technology
Signature:		Signature:	
Date:		Date:	

## Appendix 1

<b>ANSTO Job Families</b>
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