



## POSITION DESCRIPTION

<b>Position Title:</b>	Executive Officer
<b>Cluster / Business Unit / Division</b>	Chief Operating Officer Group
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Organisational Leadership
<b>Position Description Number:</b>	PD-2195
<b>Work Contract Type:</b>	Manager
<b>STEMM/NON-STEMM:</b>	NON-STEMM

---

### POSITION PURPOSE

The primary objective of the Executive Officer for the Chief Operating Officer Group is to provide high level support and direct operational and strategic advice to the ANSTO Chief Operating Officer (COO) and the broader Chief Operating Officer Group.

This position will assist the COO in execution of strategic priorities, decision making, and acting as a liaison point between the COO and members of the COO Group leadership team. The position will represent the COO as required, manage special projects, prepare sensitive and complex correspondence and deliver continuity to any acting COO as required.

### 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.

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The Office of the COO spans a wide range of enabling functions for ANSTO and is the key liaison and coordination point for the Chief Operating Officer Group and its relationships across the organisation.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Operate as a strategic partner to the COO, 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 COO and Chief Operating Officer Group leadership team on a broad range of high level strategic, operational and sensitive issues;
- Collaborate with the office of the CEO and Executive team as required;
- 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 COO;
  - Assess workflow and inquiries directed to the COO's office, and with appropriate consultation determine the proper course of action including prioritising, tracking, delegating and escalating as appropriate.

- Aid the COO 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 the Chief Operating Officer Group and with its relevant service providers;
- Coordinate organisational design
  - Contribute to the development, compliance and review of relevant ANSTO policies in relevant areas of responsibility including procedures and delegations so that internal control mechanisms are strengthened and operational risks are minimised;
  - Drive continuous improvement in the context of Operational Excellence;
- Fulfil WHS Accountabilities, Responsibilities and Actions as specified in AP-2362 of the ANSTO WHS Management System.

### Decision Making

Commensurate with direct reporting line to the COO

- Financial and other delegations as a Senior Manager with responsibility for operating plans, financial reporting, Board papers and other briefing material as required.
- The position works within ANSTO as a Corporate Commonwealth Entity under the ANSTO act and governed by the ANSTO Board, reporting to the COO: 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, as delegated, 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 COO or senior leaders on complex, sensitive and major issues that have a significant impact on the Chief Operating Officer Group or ANSTO more broadly.
- 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 the Chief Operating Officer Group's enabling functions and organisational priorities;
- Establishing solid working relationships with a wide range of key senior stakeholders to ensure cross-Group and broader organisational collaboration;
- Supporting a change agenda and taking an active role in embedding operational models and continuous business improvement/service delivery programs;
- Develop and implement methods, policies, procedures and systems to assure the highest level of support to the COO.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
COO	<ul style="list-style-type: none"> <li>● Receive guidance and direction</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Recommend and gain endorsement for plans and goals and key initiatives</li> </ul>
COO Group Leadership	<ul style="list-style-type: none"> <li>• Provide strategic, management and expert advice and analysis on a full range of matters</li> <li>• Contribute substantively to Chief Operating Officer Group decision making processes, prioritisation and planning</li> <li>• Organise, Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Peers	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> </ul>
Direct Reports (if relevant)	<ul style="list-style-type: none"> <li>• Set performance requirements and manage performance and development</li> <li>• Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan</li> </ul>
<b>External</b>	
Strategic partners and key stakeholders	<ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships as required internally and externally</li> <li>• Share knowledge and deliver outcomes through partnerships</li> </ul>

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the COO
Direct Reports	N/A
Indirect Reports	Peers in the Group and across the organisation

### Financial Data – OCOO Divisional Budget

### Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to ANSTO sites from time to time May be required to travel 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 Need to be able to hold a National Security Clearance at Negative Vetting Level 1.

### Workplace Health & Safety

Specific role/s as specified in <u>AP- All Workers 2362</u> of the ANSTO WHS Management System	
	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 or higher qualification in a relevant discipline;
2. Experience in dealing with multiple priority issues in short timeframes;
3. Ability to think strategically, handle ambiguity and work in a fast paced, limited direction environment at times;
4. Contributing to strategy, business planning and implementation at an organisational level;
5. Ability to provide high level support to a change program and support and manage risk;
6. High level negotiating, communication and influencing skills,
7. Knowledge of employment frameworks;
8. Demonstrated sound judgment, professional etiquette, and problem-solving ability;
9. Ability to listen to extensive discussions and provide a concise summary of all pertinent data;
10. Demonstrated ability to collaborate with a wide range of internal and external 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:	John Edge	Name:	John Edge
Title:	COO	Title:	COO
Signature:		Signature:	
Date:		Date:	