



POSITION DESCRIPTION

Position Title:	Sample Environment Group Leader Nuclear Science & Technology / Australian Centre for Neutron Scattering (ACNS)
Cluster / Business Unit / Division	Scattering (ACNS)
Section or Unit:	Operations / Sample Environment
Classification:	Band 7
Job Family:	Science
Position Description Number:	PD-1898
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Research & Sciences

POSITION PURPOSE

The Sample Environment Group Leader at the Australian Centre for Neutron Scattering (ACNS) leads the Sample Environment team delivering technical and scientific solutions to the national and international Neutron Beam scientific community. The group leader leverages specialised knowledge to devise novel systems and procedures for challenging experimental problems. The role conceives, manages and delivers Sample Environment projects, provides technical and scientific advice and recommendations in relation to equipment, experimental set-ups and technical developments.

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 Australian Centre for Neutron Scattering (ACNS) operates neutron and X-ray beam instruments with specialised sample environment equipment utilising ANSTO's modern high flux reactor and cold neutron source. ACNS conducts scientific material, structural and functional investigations for industry, health, environment, biotechnology, nanotechnology, energy, advanced materials, engineering, food and heritage / archaeology sectors. ACNS is amongst the top neutron facilities in the world and unique within the Southern Hemisphere with an internationally competitive instrument suite. There is an extensive user program of >460 users (1000 visits) per year from Australian universities and institutes, international institutions and internal ANSTO researchers. ACNS also services industry needs in engineering, infrastructure, food, automotive and other sectors.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Lead and enable science through the management of a multidisciplinary team providing and developing Sample Environment solutions for the neutron beam experiments.
- Develop and implement objectives, plans, targets and activities for the Sample Environment team to achieve the operational strategy of ACNS.

- Lead and manage the operations of the Sample Environment team, including user proposals technical and safety reviews, identifying and allocating resources, financial management, facility user experience and stakeholder engagement.
- Liaise with instrument scientists and the neutron beam user community to drive design, realisation and deployment of Sample Environment equipment.
- Conceive and lead research and development projects aimed at extending ACNS capabilities, publishing results in refereed journals and other reputable publications, participating to committees and other professional associations improving the facility scientific visibility and increasing ANSTO national and international profile.
- Manage facilities and equipment through an asset management framework and a development program to ensure the availability and productivity of capabilities. Ensure operational safety, security, sustainability and compliance with applicable standards, legislation and regulations.
- Maintain currency of knowledge of industry best practice and standards, keeping abreast of technological developments.
- Develop detailed technical and safety specifications, related documentation and manuals for specialised equipment. Write factory acceptance testing and commissioning documentation. Develop operational procedures and risk assessments, ensuring safety of equipment. Manage and lead complex projects ensuring risk management and proactive compliance within regulatory requirements is undertaken and the project is delivered on time and within budget while meeting required performance goals.
- Foster and maintain a culture of scientific, technical and safety excellence by coaching, mentoring leading staff, working collaboratively to share expertise within and outside the team.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy, and ACNS 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 independence in determining how to achieve the objectives, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The Sample Environment Group Leader determines key work priorities within the context of the agreed work plans and will consult with the Operations Manager on complex, sensitive and major issues that have a significant impact on the facility operations.
- The Sample Environment Group Leader manages and is accountable for capital and operational projects within the scope ACNS Sample Environment and organises contractors and procurement of equipment and services accordingly.
- In collaboration and agreement with the other ACNS managers, the position determines how to achieve outcomes, including deciding on methods and approaches, project planning and allocation of resources and is fully accountable for delivering the group outcomes within agreed timeframes and budget.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice and services provided to ANSTO and ACNS leadership, users and instrument scientists, and is required to ensure that activities and equipment and their interaction with the neutron facility are compliant with regulatory and safety requirements at all times.
- 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

- Working with stakeholders, Instrument Scientists and national and international clients across operational and project tasks, managing the planning process, understanding and reconcile different and sometimes conflicting expectations from a variety of users.
- Motivate and monitor the team to produce high quality work that enables ACNS to retain a world leadership in the field.
- Balance operational, scientific and capital activities within the priorities established by ACNS Operations and Scientific groups in a dynamic and fast paced environment.
- Maintaining timely delivery across numerous projects with varying deadlines and priorities.
- Conducting novel and effective research leading to new technological developments including generating high impact publications.
- Understand techniques and methodologies also outside the immediate field of expertise and translate them in clearly written instructions.
- Improving customer service, response times and delivery efficiencies.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Operations Manager/Leader ACNS	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Provide updates on staff performance, staff engagement and quality recruitment • Report on program/project progress and seek advice on resolving conflicts and propose solutions • Recommend and gain endorsement for plans and goals • Negotiate and report on budgets and resources consistent with strategic plans and goals • Conducting technical reviews and assessments in a timely manner
Operations Group Leaders	<ul style="list-style-type: none"> • Provide expert technical advice and support • Contribute to group decision-making processes, planning and goals • Work collaboratively and share accountability • Identify, negotiate and resolve scheduling and technical support conflicts
ACNS Instrument Scientists and Managers	<ul style="list-style-type: none"> • Provide expert advice and analysis on matters related to Sample Environments and experimental set-ups • Contribute to ACNS research output through expert advice, contributing to experiment design and provision of safety recommendations • Identify, negotiate and resolve scheduling and technical support conflicts
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, management, guidance, advice and support • Set performance requirements and manage performance and development • Engage staff to monitor trends, performance and progress against the plans and evaluate further support which may be required to ensure delivery

ACNS, NST and ANSTO staff	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication • Support team members and work collaboratively to contribute to achieving common outcomes • Provide expert advice and knowledge • Share information and provide input on issues • Report and provide updates on program/project status
External	
Universities, Business, Industry, Scientific Institutions	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships • Promote and identify opportunities for collaboration • Provide expert, authoritative and evidence-based advice • Report and provide updates on project status • Facilitate access to ACNS facilities to maximise utilisation and optimise the user experience
National and international bodies	<ul style="list-style-type: none"> • Actively contribute and represent ACNS and ANSTO to the relevant national and international forums

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the ACNS Operations Manager
Direct Reports	5 x Sample Environment Officers/Senior Sample Environment Officers 1 x Contractors as required by capital projects
Indirect Reports	Nil

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 Working in different areas of designated site/campus as needed.
Travel:	May be required travel to ANSTO sites from time to time Infrequent 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). Laboratory & industrial facility physical requirements (lifting, standing for periods, operating machinery & equipment, manual handling, movements) Standing for long periods Working in a loud environment Occasional Public speaking

	Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	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 After hours work may be required for short and infrequent periods. May be required to participate on an on-call roster during the reactor cycle
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements 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 Officer (definitions found in appendix 1 of AG-2362) Managers May be required to undertake one or more roles within the context and course of their duties including but not limited to Area Supervisor and Contractor Supervisor
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ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Post graduate qualification or equivalent experience in Physics, Chemistry, Materials Science, Engineering (mechatronic, electronic, mechanical and systems) or related disciplines.
2. Proven experience in managing scientific facilities to maximise the user experience.
3. Demonstrated experience in the operation, maintenance, design and construction of scientific equipment with particular emphasis on superconductive magnets, cryostats and other equipment for beam line experiments.
4. Strong project management skills including balancing of schedule, budget and quality objectives and managing client expectations.
5. A track record of scientific or technical publication and an ability to contribute to research.
6. Excellent interpersonal and communication skills, with proven experience in developing and mentoring staff do deliver client support. Ability to promote cohesiveness within the team and within ACNS operational groups.
7. Ability to work independently.
8. Demonstrated ability to work in a multidisciplinary and multicultural environment promoting diversity and inclusion.
9. Demonstrated experience in managing effective relationships with key stakeholders and develop and maintain productive relationships.
10. Demonstrate personal qualities that will add value to the work group.
11. Ability to follow policy, procedures & guidelines in a tightly regulated environment.

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:	Paolo Imperia	Name:	Jamie Schulz
Title:	Operations Manager, ACNS	Title:	Leader, ACNS
Signature:		Signature:	
Date:	05/05/2023	Date:	05/05/2023

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