



## POSITION DESCRIPTION

<b>Position Title:</b>	Training and Educational Coordinator
<b>Business Unit:</b>	Corporate Affairs
<b>Division:</b>	Chief Operating Officer Group
<b>Classification:</b>	Band 5
<b>Position Description Number:</b>	PD-2318
<b>Job Family:</b>	Communications & Marketing
<b>STEMM/NON-STEMM:</b>	STEMM/Science
<b>Work Contract Type:</b>	Professional

---

### POSITION PURPOSE

The Training and Educational Coordinator reports to the Senior Manager, Education. This role promotes awareness and better understanding of nuclear science and technology and its applications by developing and delivering a series of training courses and educational events which meets the needs of ANSTO, the nuclear-powered submarine program, industry, and the education sector. The range of activities in the wider program will include experiences delivered online, at ANSTO campuses, at teacher conferences and at community events. The Training and Educational Coordinators will also assist the ANSTO Education Team with delivering its national education program.

### 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 Corporate Affairs team sits within the Chief Operating Officer Group and plays a key role in maintaining and building ANSTO's brand reputation amongst external and internal stakeholders both locally and in the international arena. The group seeks to broaden the audience reach and drive deeper engagement with a diverse range of key stakeholders.

The ANSTO Education Team is a part of Corporate Affairs with a focus on engaging the wider community. It has a focus on engaging the local community near Lucas Heights and Clayton as well as Australia's youth in order to grow a more informed generation that is engaged with STEM and in particular Nuclear Science and Technology. The Team also supports nuclear education programs for the implementation of the nuclear-powered submarine program.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Deliver engaging and interactive nuclear-powered submarine related training courses, incorporating best practices to ensure adult learners are fully engaged and motivated in the learning experience.
- Designing and implementing appropriate course materials such as slides, handouts, and evaluation forms.
- Working collaboratively with internal/external subject matter experts to ensure course content reflects accurate and up-to-date knowledge.
- Review course feedback and evaluate its effectiveness; improve course materials as needed.

- Manage all aspects of the training program, including scheduling, participant registration, and facility logistics.
- Work closely with the Department of Defence in developing outreach experiences and careers resources that will attract more students to consider a career in the nuclear industry.
- Coordination of Department of Defence related site visit of ANSTO (under direction of ANSTO WG Manager)
- Create and maintain a database of Defence personnel that records completed courses and expressions of interest in future training
- Assistance in the marketing and delivery of the general ANSTO Radiation Safety Training courses
- Other education tours and programs currently delivered by the ANSTO Education team
- 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. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The position is also required to identify the needs of and incorporate feedback from multiple stakeholders when planning major events and experiences.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to ANSTO, 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.
- 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 maintain good relationships with a diverse range of internal and external stakeholders.
- Delivering high quality training courses and education experiences using a range of educators and scientists.
- Balancing a large body of work and the requirements of delivering training courses and other ANSTO educational activities.
- Ensuring accuracy and attention to detail while working in a highly disruptive environment,
- Work smoothly and effectively with the dynamic environment of the ANSTO Team.
- Application of sound knowledge of organisation policies, procedures, key personnel and organisational structure.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Incorporate feedback from the executive which can be delivered often at short notice</li> </ul>
ANSTO Nuclear-Powered Submarine Working Group	<ul style="list-style-type: none"> <li>• Taking direction from the ANSTO executive and members of the ANSTO Nuclear-Powered Submarine Working Group about the planning and delivery of training and education experiences</li> </ul>
Indirect Reports	<ul style="list-style-type: none"> <li>• Provide leadership, regular updates , guidance and support</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>

Department of Defence	<ul style="list-style-type: none"> <li>• Provide advice and support for the delivery of high-quality community events and educational experiences</li> </ul>
-----------------------	--

## POSITION DIMENSIONS

Staff Data	
Reporting Line	<ul style="list-style-type: none"> <li>• Reports to the Senior Manager, Education</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• None</li> </ul>
Indirect Reports	<ul style="list-style-type: none"> <li>• Support from the Education Team in the delivery of programs.</li> </ul>
Special / Physical Requirements	
Location:	<ul style="list-style-type: none"> <li>• Working onsite at ANSTO</li> <li>• Occasional working from home is possible with approval and subject to business requirements</li> </ul>
Travel:	<ul style="list-style-type: none"> <li>• Maybe required to travel to ANSTO or key Department of Defence sites from time to time</li> </ul>
Physical:	<ul style="list-style-type: none"> <li>• Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)</li> <li>• Public speaking</li> </ul>
Radiation areas:	<ul style="list-style-type: none"> <li>• None</li> </ul>
Hours:	<ul style="list-style-type: none"> <li>• Willingness to work extended and varied hours based on operational requirements.</li> </ul>
Clearance requirements:	<ul style="list-style-type: none"> <li>• Satisfy ANSTO Security and Medical clearance requirements</li> <li>• Obtain and maintain appropriate federal government clearance</li> <li>• Valid Working with Children checks</li> </ul>

## Workplace Health & Safety

Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	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

See attached

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Bachelor degree or higher in science or education.
2. Demonstrated experience as a trainer or educator preferably with some educating experience in a scientific environment or in the field of radiation safety.
3. Demonstrated excellent organisational skills with the ability to manage multiple tasks and activities and prioritise work to meet strict deadlines.
4. Proven experience in project management with the ability to be flexible and pro-active in an unpredictable work environment.
5. Demonstrable creative skills with a track record of developing new educational experiences
6. Excellent communication skills with a proven ability to interact with a diverse range of internal and external stakeholders.
7. Proficient in Microsoft Office, Excel, PowerPoint and Outlook.
8. Strong customer service orientation with the ability to create a positive and welcoming atmosphere for visitors and guests.

**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.

<b>Line Manager</b>	<b>Delegated Authority</b>
Name: Bridget Murphy	Name: Rod Dowler
Title: Secondary Education Manager	Title: Senior Manager, Education
Signature:	Signature:
Date:	Date: