



## POSITION DESCRIPTION

<b>Position Title:</b>	Lead, Project Monitoring and Controls
<b>Cluster / Business Unit / Division</b>	Chief Operating Officer Group
<b>Section or Unit:</b>	Capital Project Management Office
<b>Classification:</b>	Band 7
<b>Job Family:</b>	Project & Program
<b>Position Description Number:</b>	PD-2301
<b>STEMM/NON-STEMM:</b>	NON-STEMM
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The Lead, Project Monitoring and Controls is to provide leadership and guidance in the delivery of ANSTO's capital, decommissioning and waste management projects, including governance, and project information management to achieve ANSTO goals and ensure that practices and policies comply with ANSTO's strategic focus on planning and managerial leadership of ANSTOs capital and decommissioning portfolios. An integral part of this role is to advise ANSTOs Executive team on all matters regarding ANSTOs capital and decommissioning portfolios and to recommend improvements to assist in discussions with the government and to ensure spend is aligned with funding, timing, and scope.

### ORGANISATIONAL ENVIRONMENT

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.

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 Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Governance
- Capital Project Management Office

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Be accountable by taking ownership of the Project Management Information System.
- Provide operational focus and support to manage ANSTOs Capital and Decommissioning Portfolios and governance.

- Ensure appropriate control strategies and information management systems are in line with ANSTO and government policy.
- Provide reliable information to the Capital Committee and to interpret the results for appropriate decisions making by the Capital Case in line with ANSTOs strategies project governance framework and compliance strategies.
- develop appropriate reporting and information systems that meet the reporting and information requirements of the Capital Committee, which will provide inputs into the Risk and Audit Committees and Boards of ANSTO.
- Provide training to relevant ANSTO staff on ANSTO Group Project Management Methodology.
- Manage the processes associated with gate reviews, and provide oversight of Portfolio monthly project reporting and investigation and/or audit of selected projects in conjunction with other relevant portfolio stakeholders.
- Provide support to project managers, stakeholders and the support teams to develop and implement competent budgets, with contingencies that reflect a proper risk assessment.
- Complete detailed analysis and strategically evaluate the best way forward on issues impacting the capital and decommissioning portfolios and communicate to the Executive Leadership Team and other stakeholders.
- undertake additional duties as required and during period of leave of other staff.

### Decision Making

- The position has full accountability for the accuracy, integrity and quality of the content of advice provided to the Capital Committee and GM CPMO and is required to ensure that decisions are based on reliable and accurate evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information.
- 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 objectives of the team, including deciding on methods and approaches, operations, project planning and allocation of resources and applying these across the organisation impacting on the management of projects and programs.
- The position determines key work priorities within the context of agreed work plans and will consult with the GM CPMO and / or Capital Committee on the more complex, sensitive, and political issues that have a significant impact on the organisation's functions.

### Key Challenges

- Effective management of the ANSTO Group's capital and decommissioning portfolios objectives versus the needs of individual business units particularly when limited funding is available.
- Improving governance frameworks and leading the development and application of clear and concise documents around process and approvals
- Change management of new policies, processes and procedures.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide specialist advice</li> <li>• Recommend and gain endorsement for plans, strategy and policies.</li> </ul>
Capital Committee	<ul style="list-style-type: none"> <li>• Capital planning, forecast and target management</li> <li>• Capital Submissions and recommendation to committee as reviewed by CPMO.</li> </ul>
Management	<ul style="list-style-type: none"> <li>• Effect in a collaborative manner best practice performance</li> <li>• Make recommendations to improve systems and processes</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide specialist advice and analysis on a broad range of matters</li> <li>• Contribute to group decision making processes, strategic planning and goal setting</li> </ul>
Project Teams	<ul style="list-style-type: none"> <li>• Provide specialist leadership, guidance, and support</li> <li>• Effect in a collaborative manner best practice project management</li> <li>• Provide specialist advice and analysis on a broad range of matters relating to project management.</li> <li>• Contribute to group decision making processes, strategic planning and goal setting</li> </ul>
Finance Team	<ul style="list-style-type: none"> <li>• Contribution to capital budgets</li> <li>• Contribution on Capital and Decommissioning Portfolios data into responses to Questions on Notice and tracking reports on Budget Outcomes into the Portfolio Department</li> </ul>
<b>External</b>	
Auditors	<ul style="list-style-type: none"> <li>• As required</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	GM CPMO
Direct Reports	1
Indirect Reports	Nil
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights/ Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance
<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <u>AG- 2362</u> of the ANSTO Management System	All Workers WHS Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

Ref published Organisation Chart

## KNOWLEDGE, SKILLS AND EXPERIENCE

The successful candidate will be expected to work closely with business unit project managers, and others involved in the implementation of business improvement processes across ANSTO. The successful candidate should have reasonable skills in the following areas:

1. The successful candidate should be tertiary educated with an extensive range of project management exposure to both small and large projects.
2. Continuous improvement mindset
3. A strong focus on the use of data for analysing, reporting and managing outcomes
4. Ability to effectively communicate ideas and concepts to influence and manage change.
5. Ability to work pro-actively in a team environment
6. Ability to understand budgeting approaches, project scheduling, risks & issues management, cash flows, and accounting concepts that apply.
7. Ability to investigate without fear or favour.
8. Ability to deal effectively with difficult stakeholders
9. Experience in business advisory services and in the budgeting processes of a medium to large size organisation

**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 is the direct manager of the position. Degegated authority is the most appropriate senior manager within the Business Area ( General Manager or Head , in absence of these roles within structure, it must escalate to Group Executive).

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Mark Fairweather	Name:	John Edge
Title:	GM CPMO	Title:	Chief Operating Officer
Signature:		Signature:	
Date:		Date:	