



## POSITION DESCRIPTION

<b>Position Title:</b>	Manager, Safety Education and Training
<b>Cluster / Business Unit / Division</b>	Nuclear Safety, Security and Stewardship / High Reliability
<b>Section or Unit:</b>	Operational Sustainability
<b>Classification:</b>	Band 7
<b>Job Family:</b>	Human Resources
<b>Position Description Number:</b>	PD-2345
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON STEMM

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### POSITION PURPOSE

The key purpose of the High Reliability Education and Training Manager position is to develop and implement the training framework in line with industry practice to underpin best practice training and education for ANSTO and Australia on nuclear and radiation skills development for an emergent nuclear workforce.

The Manager, Safety Education and Training provides leadership for the development and operation of the High Reliability Training Centre of Excellence, driving performance to ensure that ANSTO achieves its Strategic Objectives. The purpose of the High Reliability Training Centre of Excellence is to establish a training framework that would apply to all internal and external training and education that meets expected standards of delivery. The outcome will be to ensure that attendees have a common understanding of ANSTO's values and expected performance behaviours regarding high reliability principles including radiation protection through the development and maintenance of ANSTO's Radiation Protection Competency Framework. The role manages the development and delivery of safety training for the organisation to meet compliance and ensure quality and provision of safety critical training for ANSTO workers and to meet external client demand.

### 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 Safety, Security and Stewardship incorporates High Reliability (Safety), Nuclear Security and Safeguards and the Nuclear Stewardship science and technology platform. The Group provides critical enabling functions for ANSTO ensuring operational compliance for a range of regulators as well providing mandated services to federal and state government departments and agencies.

ANSTO is committed to delivering excellence in safety performance based on ANSTO's core values. The High Reliability team is comprised of professionals that provide WHS, Radiation Protection, Occupational Health and Emergency subject matter expertise and services to the organisation and our external stakeholders. Continuous improvement to best practice standard across the organisation is embedded at the local level through the programs put in place by High Reliability support functions.

The role and objectives of Operational Sustainability Team are to deliver ANSTO wide safety support and assurance including training, management systems, audit functions and organisational high reliability reporting.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

To support ANSTOs strategic objectives to act as Australia's source of nuclear expertise advice and services to governments, academia, industry and community, and to lead the development of a nuclear capable workforce aligned with government policy objectives, this role will have the following key accountabilities:

- Effective leadership and management of staff, budget and resources related to provision of training across ANSTO and management of SME's to present training who will be drawn from across the organisation.
- Development and implementation of strategies to improve work practices, systems and processes to ensure the delivery of high-quality services and outcomes for organisational safety compliance and best practice skills adoption of an emerging nuclear workforce.
- Develop the framework for safety education and training to provide a holistic approach to safety required in a nuclear workforce in line with the ANSTO radiation protection competency framework.
- Manage and expand the education and training of workers to become cognisant and competent to work optimally with the hazards and risks in a nuclear workplace.
- Build and implement the framework for the delivery of training by SMEs to help realise the ANSTO Safety Strategy in line with the Nuclear Safety Security & Stewardship business strategy.
- Develop, implement and manage delivery of recommendations and solutions from internal and external investigations, audits, inspections etc covering specific areas of WHS and Radiation Protection training & development including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/ or other services to meet organisational needs and the needs of external stakeholders.
- Drive development and use of ANSTO's digital learning platforms, including the use of technology to provide enhanced learning outcomes for content development, delivery methods and Learning / Talent Management systems in consultation with the ANSTO Learning and Development team; Represent ANSTO as a subject matter expert at national and international forums and ensure ANSTO arrangements are compatible with best practice; and enhance ANSTO's reputation as a regional leader in nuclear safety skills education and training.
- Develop, maintain, and continuously improve a Nuclear Skills People Plan to attract, develop and retain a diverse and inclusive workforce to create a continuous pipeline of skills to support the development of WHS, radiological and nuclear skills development in Australia.
- Lead expert for WHS and Radiation Protection training for ANSTO collaborating with industry, academia and regulators to develop and deliver Subject Matter Expert bespoke radiation safety training programs within the Australian vocational education and training (VET) sector, including competency development and recognition scheme for mid-career professionals to join the sector and gain accelerated Subject Matter Expertise.
- Fulfill WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The position works within a framework of legislation, international guidance, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives.
- The ANSTO values, organisational corporate plan, business plan, Integrated Business Planning program, the ANSTO Safety Strategy, NSSS objectives, High Reliability objectives, and WHS and RPS Business Management Systems provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice and support provided to their customer groups (managers and employees) 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 and support.

- Determine key work priorities within the context of agreed work plans and consult with the NSSS Leadership on complex, sensitive and major issues that have a significant impact on ANSTO, the customer group, NSSS or High Reliability.
- 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

- Accommodating the training needs of the organisation and external stakeholders within existing resources & budget constraints.
- Maximising opportunities to deliver NSSS training by managing cross-team resources,
- Establishing a framework for the delivery of educational and training excellence, related to Nuclear Safety Security and Stewardship, for internal and external clients.
- Management and delivery of concurrent programs.
- Creating a digital learning environment using appropriate supporting systems.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Management/Executive	<ul style="list-style-type: none"> <li>• Understand the key challenges of their business area and deliver training programs that address their needs</li> <li>• To obtain an understanding of manager training needs</li> <li>• Provide expertise and evidence based advice and support</li> </ul>
NSSS Leadership team	<ul style="list-style-type: none"> <li>• Develop training framework in consultation with the management team for standardised approach to course development. upskilling trainers, and professional delivery to expected standards</li> <li>• Work collaboratively on development of a schedule for upskilling trainers and a schedule for delivery of training to key clients and stakeholders inline with the NSSS Business Strategy</li> </ul>
High Reliability Leaders and Team	<ul style="list-style-type: none"> <li>• Work collaboratively to ensure the consistent application and understanding of standards across a broad range of disciplines.</li> <li>• Share data trends and strategies</li> </ul>
ANSTO Radiation Services	<ul style="list-style-type: none"> <li>• Work collaboratively on the delivery of skills and expertise to run ANSTO commercial courses</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 plan and evaluate further support which may be required to ensure delivery against the plan</li> </ul>
ANSTO Radiation Services	<ul style="list-style-type: none"> <li>• Establish a schedule to support the delivery of commercial training</li> </ul>
<b>External</b>	
Commonwealth agencies including ARPANSA, NEMA, Defence. State emergency responding departments including EPA, NSWFR, NSW	<ul style="list-style-type: none"> <li>• Provide tailored training and education as appropriate for responding agencies to emergency and operational situations inline with their strategic remit.</li> </ul>

Police (and across all Australian states).

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the Operational Sustainability Manager
Direct Reports	1 - 5
Indirect Reports	NA

### Financial Data (2018/2019)

Revenue / Grants	NA
Operating Budget	NA
Staffing Budget	NA
Capital Budget	NA
Assets	NA

### Special / Physical Requirements

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 Frequent travel to ANSTO sites within Australia Occasional 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
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

### Workplace Health & Safety

Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Line Managers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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## ORGANISATIONAL CHART

As per published organisation chart

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree qualifications [relevant to](#) Training & Development, Work Health & Safety and/ or Radiation Protection or related qualification or equivalent experience
2. Certificate IV in Training and Assessment
3. Extensive experience developing and implementing strategies for the management, development and delivery of complex training & competency assessment within a national &/or international environment.

4. Extensive experience in facilitation to a variety of audiences and through multiple modalities, including face to face and blended programs
5. Well-developed communication skills including the ability to listen and understand client needs, to influence behaviours and to facilitate group processes to achieve a course of action when there could be conflicting priorities.
6. Proven problem-solving abilities to develop innovative training solutions to meet an emerging practical nuclear skills capability for Australia whilst balancing compliance requirements for ANSTO.
7. Establish the expected criteria for Nuclear Safety Security and Stewardship subject matter experts to meet for the delivery of technical material to a high and consistent standard
8. Experience undertaking a Training Needs Analysis and making suitable recommendations.
9. Ability to work to tight timeframes coupled with excellent stakeholder management skills.

#### 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:	Maria Prior	Name:	Karen Wolfe
Title:	Manager, Operational Sustainability	Title:	General Manager, High Reliability
Signature:		Signature:	
Date:		Date:	