



## POSITION DESCRIPTION

<b>Position Title:</b>	Drafting Project Officer
<b>Cluster / Business Unit / Division</b>	Technical Services / Drafting Services
<b>Section or Unit:</b>	AME
<b>Classification:</b>	Band Linked Band 4 / 5
<b>Position Description Number:</b>	PD-1522
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM

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## POSITION PURPOSE

The primary objective of the Drafting Project Officer is to provide technical design and drafting services and support to meet customer and project requirements including investigation, concept development, detail design & drafting through to final commissioning and handover.

## 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.

Engineering & Capital Programs (E&CP) provides comprehensive project management, engineering, technical and safety and reliability services and support for the organisation. E&CP is comprised of the Engineering Delivery Office, Engineering Technical Services Group, System Safety and Reliability, Engineering Special & External Projects Group.

The Engineering Delivery Office is responsible for delivery of all ANSTO engineering jobs and projects. This office is aligned to major customer portfolios as follows:

- Nuclear Science and Technology, Site Development and Enablers
- Nuclear Operations
- Nuclear Business
- Decommissioning
- CAVC

Each Portfolio is led by an Engineering Portfolio Leader and engineering and drafting resources are assigned to these portfolios as workload demands. As work in the portfolios varies engineering and drafting staff are required to move from one portfolio to another.

The Technical Services Group is responsible for the recruitment, development and allocation of suitably qualified and experienced engineering and drafting personnel to meet work demands. The technical Services Unit is also responsible for the development and maintenance of business systems which govern the conduct of engineering work at ANSTO.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Key Accountabilities

The key accountabilities for the Band 4 position include:

- Continually develop skills whilst utilising Computer Aided Drafting (CAD) design tools to undertake design and drafting activities that meet customer requests on time, within agreed budget and with

risks appropriately managed. Ensure work is checked by senior colleague and approved and agreed through appropriate channels.

- Produce work in line with applicable ISO Standards and E&CP Business Management system so output meets, and is consistent with, regulatory and quality standard requirements. If required, ensure work requiring statutory approval is approved by the designated approvals officer.
- Work closely with Support Workshops and or Site Services during manufacture and installation answering all enquiries in a responsive manner.
- Participate as a team member in the Engineering Portfolio to aid development and share ideas and information to assist Portfolio members to understand the work requested and in meeting deliverables and objectives.
- Prioritise and undertake multiple tasks to meet the project deadlines and assess the viability of proposed approaches, and exercise experience and judgement in order to select and provide advice on the most effective techniques and methods;
- Utilise good communication skills in delivering product solutions to customers.
- Responsible for design drafting for various engineering projects ensuring all work undertaken conforms to Australian Standards, QA procedures and other statutory requirements.
- Ensure products and services meet client specifications by providing leadership and guidance to other staff or contractors in converting designs into finished products.
- Develop and/or update moderately complex design calculations and design documentation.
- Assess the viability of proposed approaches, and exercises judgement in order to select and provide advice on the most effective techniques and methods.
- Provide input at the design stage of projects and liaise with and conceptualise customers work requirements to ensure that design meets requirements through the preparation of schematic and production drawings as finished products.
- Check and approve work produced by other staff members when required.
- Respond to clients' needs and continually review and reorganise work plans and activities to manage conflicting priorities
- Responsible for tasks within various size projects that are supervised by more senior staff or works more independently on smaller, less complex projects.
- Supervise contractors and less experienced tradesperson to achieve results including liaising with clients.
- Undertake additional duties as required and during periods of leave of other staff.

In addition to performing all Band 4 key accountabilities, the key accountabilities for a Band 5 position include:

- Be responsible for the leadership and management of small project teams in order to achieve objectives of multiple projects or tasks; including but not limited to resourcing, project scheduling, cost estimates, technical documentation creation, supervising and checking work undertaken by more junior and agency staff members.
- Assess and provide constructive feedback on performance, as well as give advice and guidance on ways of developing the skills, knowledge and experience of others;
- Being pro-active, analytical and tactical in decision-making, whilst working within guidelines, and consulting management principles. Plan, prioritise, schedule and delegate duties for team members, as appropriate.
- Independently, utilise extensive experience and apply a deeper understanding of drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Develop a high level of Computer Aided Design (CAD) expertise and engineering knowledge.
- Liaise with customers to further investigate and conceptualise their work requirements utilising specific expertise to assess the viability of proposed approaches to ensure that designs meet requirements and provide the most effective solutions to the customer. Maintain ongoing communication and consultation with clients to establish their needs and keep them informed of progress and expected outcome of the job.

- Participate as a senior drafting member of the drafting discipline by sharing specialist knowledge and ideas to train, mentor, assist and aid in the development of other drafting staff.
- Support the manager of the Portfolio, project managers within the portfolio and the lead Drafting Officer by providing advice and recommendations on work allocation and resourcing so that work is allocated appropriately with best outcome.
- Undertake the role of Lead Drafting Officer as required during periods of leave or other absence.

### Decision Making

- 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).
- Being pro-active, analytical and tactical in decision-making, whilst working within guidelines, and consulting management principles. Plan, prioritise, schedule duties, as appropriate.

### Key Challenges

The major challenges for this position include:

- Determining multiple customer requirements at any given time.
- Management of and delivery on different project priorities.
- Knowledge of current standards, quality and statutory approval requirements and the application of these on assigned projects.

### KEY RELATIONSHIPS

The Drafting Project Officer reports to the Portfolio Manager of the Engineering Portfolio that has been assigned to by the Lead Drafting Officer, Technical Services Group. The position will function within project teams within the assigned portfolio comprised of project managers, engineers, draftspersons and project technical officers to deliver engineering and design solutions to both internal and external clients.

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Provide expert, authoritative and evidence based advice</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis</li> <li>• Contribute to group decision making processes, planning and goals</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• nil</li> </ul>
Other departments (name)	<ul style="list-style-type: none"> <li>• Liaise with stakeholders</li> </ul>
<b>External</b>	
Title, group, committee, industry or business	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis</li> <li>• Liaise with stakeholders</li> </ul>

The position's key internal customers include project managers and engineers, other design drafting staff and cross divisional staff across ANSTO. External customers include tenants in ANSTO buildings, external contractors and suppliers.

### POSITION DIMENSIONS

Working in different areas of ANSTO as needed including radiation areas and other areas with legacy contamination under tightly regulated conditions.

The transition from Band 4 to Band 5 will occur following a recommendation from the relevant supervisor, assessment by management and approval from General Manager, Engineering and Capital Programs. Transition is not automatic and compliance with transition criteria will need to be demonstrated, documented and assessed.

Requirements for Transition from Band 4 to Band 5:	<ul style="list-style-type: none"> <li>• In addition to the relevant qualification a minimum 3 years performing Band 4 accountabilities is required.</li> <li>• Demonstrated capability to independently and responsibly deliver drafting work by exercising sound individual judgment.</li> <li>• Demonstrated leadership capabilities through successful delivery of project based work and in line with ANSTO's Leadership Capability Framework.</li> <li>• Ability to apply extensive knowledge and experience relevant to discipline.</li> <li>• Demonstrated ability to effectively and efficiently supervise less experienced drafting officers and contractor workers.</li> <li>• Demonstrated ability to conform to all ANSTO Business Management Policies and Procedures and to guide others in their application</li> <li>• Demonstrated commitment to provide feedback and contributions to the process of continual improvement in safety, efficiency and competency</li> </ul>
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Staff Data	
Reporting Line	Reports to the Portfolio Leader or delegate

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
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Some site based work as per project requirements
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 Obtain and maintain appropriate federal government clearance

Workplace Health & Safety	
Specific role/s as specified in <a href="#">AP-2362</a> of the ANSTO WHS Management System	<p>All Workers</p> <p>The specific role, as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System, which defines the accountabilities, responsibilities and actions allocated to this position, is:</p> <ul style="list-style-type: none"> <li>• All Workers; and</li> </ul> <p>other specialised roles identified within the guideline the position holder may be allocated to in the course of their duties</p>

## ORGANISATIONAL CHART

See attached.

## KNOWLEDGE, SKILLS AND EXPERIENCE

The knowledge, skills and experience for a Band 4 position include:

1. National Diploma in Drafting or Engineering or relevant Trade qualification and 3-5 years of relevant professional experience
2. Strong problem solving and analytical skills.
3. Effective communication skills, both verbal and written.
4. Ability to follow, interpret and carry out instructions.
5. Ability to utilise theoretical knowledge of drafting principles in order to analyse and interpret information.
6. Demonstrate customer focused in your day to day deliverables.
7. Experience in Computer Aided Drafting (CAD) design software. Including but not limited to Autocad, MicroStation & Solidworks.
8. Demonstrated Experience in technical design and drafting services.
9. Knowledge and application of relevant standards and statutory requirements.
10. Ability to manage and supervise minor projects and small teams engaged in drafting.

In addition to demonstrating strong knowledge, skills and experience at a Band 4 level, the Band 5 position also requires:

11. National Diploma in Drafting or Engineering or relevant Trade qualification and 6-7 year of relevant practical experience in performing and delivering drafting and design drafting services
12. Significant experience in Mechanical or Electrical design drafting
13. In depth knowledge and application of standards and statutory requirements.
14. Ability to interpret and communicate information of a more complex nature.
15. Ability to mentor, enthuse and provide guidance to lesser experienced drafting officers.
16. Proven ability to lead and manage team based projects.
17. Proven ability to establish and maintain collaborative and supportive relationships with internal and external customers.
18. Demonstrated Project management skills (achieving prescribed budget, timeframe and customer requirements).

## 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:	Laurence Heffernan	Name:	
Title:	Lead Drafting Officer	Title:	
Signature:		Signature:	
Date:		Date:	