



## POSITION DESCRIPTION

<b>Position Title:</b>	Specialist Incident Investigations & Monitoring
<b>Cluster / Business Unit / Division</b>	High Reliability
<b>Section or Unit:</b>	Operational Sustainability
<b>Classification:</b>	Band 6
<b>Job Family:</b>	Compliance & Regulation
<b>Position Description Number:</b>	PD-2337
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective of the Specialist Incident Investigations & Monitoring is to ensure a holistic approach & timely review of incidents including, triaging, investigation, oversight of findings & actions and their effectiveness raised in the Governance, Risk & Compliance (GRC) tool for safety and radiological incidents.

### 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.

ANSTO is committed to delivering excellence in safety performance based on ANSTO's core values. The High Reliability team provides a wide range of safety and environmental services for the organisation, as well as a range of external services. The key internal areas of expertise are radiation protection and dosimetry, conventional health and safety, emergency preparedness and related assurance functions and regulatory relationships.

The Regulatory & Governance function is responsible for ensuring effective business processes and systems are in place & continuously improved to allow ANSTO to operate effectively & achieve its objectives in compliance with relevant legislated and regulated requirements. The Management Systems & Operational Compliance group provides and oversees the quality & environment management system processes and the maintaining of ANSTO's ISO 9001 & ISO 14001 certifications and other applicable regulations.

The Specialist Incident Investigations & Monitoring will report to the Manager Operational Sustainability, within the High Reliability Team, and will have a dotted reporting line to the Manager Incident Investigations Monitoring, within the Regulatory and Governance function. They will also be working closely with other High Reliability Teams with the Managers Work Health and Safety and Radiation Protection Services being key stakeholders.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Assist in the management of the GRC tool.
- Manage & conduct the triage/risk assessments of all safety and radiological incidents in the GRC tool.

- Conduct holistic incident investigations for safety and radiological incidents.
- Coordinate specialists across the organisation to assist in the investigations, managing the investigations holistically.
- Verify the appropriateness of findings and actions identified from incident investigations.
- Maintain oversight of the closure of incident investigations and monitor the effectiveness of the completed actions and findings from incidents.
- Provide expert advice & support for incident investigations.
- Ensure investigations are accurate using best practice methodologies..
- Assist in improvement projects and workshops as part of continuous improvement activities for the GRC, incident investigations and actions to eliminate incidents from reoccurring.
- Manage and support the users of the Governance Risk & Compliance (GRC) Software System.
- Provide training on the GRC system, workflows & processes to the organisation and assist with and encourage employee engagement.
- Prepare and maintain GRC documentation to ensure compliance.
- Assist with establishing, measuring & monitoring of objectives & targets for GRC.
- Analyse incident data and conduct trend analysis providing findings to the organisation via meetings and reports.
- Monitoring of GRC system performance and providing feedback to the organisation via Committee meetings and reports.
- Undertake additional duties as required and during period 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.
- 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.
- Determine key work priorities within the context of agreed work plans and will consult with the Manager and peers on complex, sensitive and major issues that have a significant impact on the group or potentially ANSTO itself.
- 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 AP-1682 (as amended or replaced).

### **Key Challenges**

- Influencing staff in divisions across ANSTO to provide input and advice on the items within the GRC tool particularly incidents, findings and actions and given the volume of urgent work that has priority across the organisation.
- Facilitating and fostering an environment of continuous improvement.
- Encouraging teamwork, cooperation, communication and consultation.
- Ensuring the successful implementation of strategic objectives whilst managing conflicting priorities and deadlines.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide status reports and analysis on the GRC</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Effect in a collaborative manner best practice performance</li> <li>• Provide expert advice and analysis on the GRC and incident investigations</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Provide support with the implementation of GRC and investigations &amp; corrective action strategies</li> </ul>
ANSTO Staff – Investigators, and staff across all divisions (and sites)	<ul style="list-style-type: none"> <li>• Develop and maintain networks and effect in a collaborative manner best practice performance across the divisions</li> <li>• Communicate on reporting, procedures and audits across the organisation</li> <li>• Provide support with the GRC tool and processes</li> </ul>
<b>External</b>	
Regulators	<ul style="list-style-type: none"> <li>• Interact as required</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Manager, Operational Sustainability, with technical oversight from: <ul style="list-style-type: none"> <li>• Manager, Incident Investigations &amp; Monitoring</li> <li>• Manager, Work Health and Safety</li> <li>• Manager, Radiation Protection Services</li> </ul>
Direct Reports	Nil
Indirect Reports	Nil
Collaborative Interaction	High Reliability Division Compliance & Regulation Team

<b>Financial Data</b>	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

<b>Special / Physical Requirements</b>	
Location:	Primary: Lucas Heights. Secondary: Camperdown/Clayton/other ANSTO locations. 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)  Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
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

### Workplace Health & Safety

Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers 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

On file.

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or equivalent demonstrated experience in science, engineering, work health and safety, radiation protection, risk management, safety science or related discipline.
2. Formal training in accepted safety investigation methodologies and techniques.
3. Significant experience in assessing incidents, determining risk, conducting investigations and identifying corrective actions for safety and radiological incidents.
4. Significant experience in conducting risk assessments, writing investigation reports, and identifying and assigning corrective actions and verifying completion of actions.
5. Sound experience in interpretation and application of essential elements of the ISO 9001, 14001 & 45001 standards and other relevant Quality, Environmental, Radiation Protection, & Safety Regulations.
6. Ability to write documentation and procedures.
7. Proficient in Microsoft Systems and experience in using a range of IT systems.
8. Ability to build and maintain productive working relationships; and influence and motivate others.
9. Proven communication, facilitation and project management skills with demonstrated ability in managing effective relationships with key stakeholders and clients in complex socio-political environments; (essential)
10. Demonstrated ability to work credibly and confidently at all levels of the 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		Delegated Authority	
Name:	Maria Prior	Name:	Karen Wolfe
Title:	Manager Operational Sustainability	Title:	General Manager, High Reliability
Signature:		Signature:	
Date:		Date:	

## **Appendix A Work Health and Safety and Radiation Protection Requirements**

### **ACCOUNTABILITIES & RESPONSIBILITIES**

#### **Key Accountabilities**

- Development of relationships as a basis for influence, mentoring and providing integrated technical and strategic advice of WHS and Radiation Protection goals and objectives;
- Promote and foster safety culture at ANSTO with the aim of continuous improvement and understanding of WHS and RP measures and practices. This may include challenging established ways of working in favour of more optimal approaches;
- Demonstrate strong leadership qualities, working consultatively and collaboratively with project leaders, clients, and high reliability staff to establish productive working relationships and foster the communication of experiences and knowledge across different divisions;
- Provide expert WHS and/or RP advice and co-ordinate major investigations of safety events to ensure causes are identified and compile reports with appropriate recommendations to address identified issues and prevent recurrence. Understanding of system safety and how system failures lead to events;
- Maintain WHS and/or RP knowledge of industry best practice, technology developments and emerging issues. Share the learnings and knowledge with team members and relevant leaders, assess the relevance of developments and their benefits to ANSTO.
- Facilitate the distribution of information across organisation boundaries to promote change and facilitate learning processes from both daily organisation as well as from unexpected events.
- Develop and demonstrate knowledge of the relevant state, commonwealth and international standards and regulations and exhibit sound understanding of ANSTO activities, radiation practices and radiation protection principles in order to respond to operational demands and safety incidents.

#### **Decision Making**

- Respectful challenge of WHS and RP practices based on research evidence and best practice.

#### **Key Challenges**

- Maintain current and accurate knowledge and understanding of international and national legislation, standards, codes of practice and best practice to address WHS and Radiation Protection requirements across a range of disciplines;
- Ongoing professional development in WHS and RP in a dynamic environment.
- Obtaining acceptance and buy in as an influential professional from clients with diverse backgrounds of culture, diversity, experience and education.

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- Degree or equivalent demonstrated experience in science, engineering, work health and safety, radiation protection, risk management, safety science or related discipline.
- Formal training in accepted safety investigation methodologies and techniques.
- Proven communication, facilitation and project management skills with demonstrated ability in managing effective relationships with key stakeholders and clients in complex socio-political environments; (essential)
- Demonstrated ability to work credibly and confidently at all levels of the organisation.
- Highly developed analytical and problem-solving skills with the capacity to resolve complex issues and achieve successful organisational outcomes
- Recognised certification from a professional body demonstrating independent professional competence and ethics, such as AIHS – OHS professional, AIOH - Full member, ARPS – Full member. Maintain professional accreditation with the professional body.