



POSITION DESCRIPTION

Position Title:	Manager, Environmental Management Systems
Cluster / Business Unit / Division	Chief Operating Officer Group
Section or Unit:	Regulatory and Governance
Classification:	Band 7
Job Family:	Compliance & Regulation
Position Description Number:	PD-2270
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Manager, Environmental Management Systems (EMS) ensures the continuing implementation and improvement of ANSTO's environmental management system and conformance and certification to the ISO14001 Standard.

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 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

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.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- The Manager, Environmental Management Systems is the designated representative for ANSTO's EMS & is responsible for ensuring compliance to relevant standards & regulations and maintaining ANSTO's ongoing certification to the ISO 14001 Standard.
- Manage the operation, integration, maintenance and improvement of the Environmental Management System (EMS).
- Assist with the development, implementation & monitoring of ANSTO's Environment & Sustainability Strategy.

- Manage ANSTO's environmental performance data system for the purposes of reporting performance to the Environmental Sustainability Strategy, and statutory reporting purposes.
- Provide expert advice on the implementation of the ISO 14001 standard and the Environmental Management System to the organisation.
- Facilitate improvement projects and conduct workshops as part of continuous improvement activities for the EMS.
- Report to management and relevant forums including the BMSR & WHSE on the status and maturity of ANSTO's EMS and implementation of CAPA's & closure of issues. Review, measure, monitor and report environmental performance and opportunities for improvement.
- Update EMS standard operating procedures as required.
- Develop and facilitate EMS training and awareness programs across ANSTO for the EMS and ensure adequate training is provided for key EMS staff performing assurance activities. Support, coach and mentor ANSTO staff in performing their environmental tasks.
- Facilitate the Local Environment Coordinators (LEC) group & provide leadership, advice, guidance and training.
- Manage the environmental aspects and compliance obligations register and coordinate the timely review & updates of aspects & compliance obligations. Routinely report to the Manager, Environmental Compliance and Sustainability on ANSTO's environmental risk profile.
- Develop the annual EMS audit program based on ANSTO's environmental risk profile; lead enterprise-level EMS audits; and manage the external EMS audit program.
- Conduct relevant assurance reviews as required.
- Lead & perform environmental investigations, troubleshoot and problem solve, identify and assign corrective actions and conduct effectiveness checks of actions.
- Benchmark ANSTO's EMS to best practice and make recommendations for improving the current systems with the view to streamline current processes.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The EMS is a key management system. The Manager, Environmental Management Systems is the designated representative for ANSTO's EMS.
- 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 their own resources.
- 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 AS-1682 (as amended or replaced).

Key Challenges

- Integrating a range of complex systems in a coordinated way, fulfilling the requirements necessary for Certification while remaining consistent with ANSTO's strategy and objectives.

- Working with multiple stakeholders across ANSTO to broadly improve the organisation's environmental performance and conformance to the EMS and ISO14001.
- Leading and implementing effective change processes.
- Promoting awareness of environmental management principles throughout the organisation.
- Effectively using resources to meet business requirements.
- Develop new processes across inherently challenging initiatives and convince / persuade key stakeholders to adopt the new way of working.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Provide regular updates on the performance and suitability of resources for the management of the EMS. • Provide high-level evidence based environmental management advice. • Develop environmentally related policies, strategies, processes and plans.
Work area team members	<ul style="list-style-type: none"> • Work closely on areas for integration of systems and implementation of the Environment & Sustainability strategy. • Contribute collaboratively to the development of ANSTO's regulatory, compliance and governance framework. • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals.
Indirect Reports	<ul style="list-style-type: none"> • Local Environment Coordinators
Other departments (name)	<ul style="list-style-type: none"> • Senior management • Provide specialist advice and analysis on a broad range of matters
External	
BSI Australia	<ul style="list-style-type: none"> • Coordinate ISO14001 external certification audits
NSW Sustainability Advantage	<ul style="list-style-type: none"> • Advancement of ANSTO's engagement with the program.

POSITION DIMENSIONS

This position reports to the Senior Manager, Quality. There are currently no direct reports to this position, however there are staff working across the organisation (e.g. Local Environment Coordinators) who indirectly report to this role on tasks within their relevant Divisions related to the Environmental Management System.

This role does not have any direct financial responsibility, however there is a budget within the Regulatory and Governance team which this role must meet.

Staff Data	
Reporting Line	Reports to the Senior Manager, Quality
Direct Reports	Nil
Indirect Reports	Local Environment Coordinators
Special / Physical Requirements	
Location:	Lucas Heights
Travel:	Travel to other ANSTO sites may be required from time to time.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking

	Wearing personal protective equipment when required to enter hazardous work areas (i.e. laboratories, workshops).
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety 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 Commonwealth government clearance

Workplace Health & Safety

Specific role/s as specified in <u>AP- All Workers 2362</u> of the ANSTO WHS Management System	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. Relevant Degree qualification in Environmental Management or related discipline.
2. Significant experience working in environmental management, policy, compliance or sustainability fields and with maintaining and improving environmental management systems in a complex legislative and regulatory framework.
3. Sound experience in interpretation and application of essential elements of the ISO14001 standard. Knowledge of the ISO45001 and ISO9001 Standards is desirable.
4. High-level knowledge and extensive experience in the identification, assessment and effective management of environmental impacts and risks.
5. Working knowledge of legislative, regulatory and other compliance obligation requirements relating to Environmental Management.
6. Demonstrated experience developing and implementing governance, risk management, compliance or assurance strategic and operational plans.
7. Proven ability to develop, evaluate, guide and influence on new concepts and approaches.
8. Demonstrated capacity to develop and implement both strategic and tactical strategies and methods.
9. Strong project management skills.
10. Significant experience in problem solving and leading and implementing continuous/process improvement.
11. Demonstrated high level communication and negotiation skills with the capacity to influence internal and external decision makers and ability to mentor.

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:	Whitney Hooke	Name:	Jakob Vujcic
Title:	Senior Manager, Quality	Title:	General Manager, Regulatory and Governance
Signature:		Signature:	
Date:		Date:	

