



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Manager, Government Affairs
<b>Cluster / Business Unit / Division</b>	Chief Operating Officer Group
<b>Section or Unit:</b>	Corporate Affairs
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Communications & Marketing
<b>Position Description Number:</b>	PD-1062
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The Senior Manager, Government Affairs, ensures that ANSTO has a visible, recognised and influential presence with the Commonwealth and relevant state and local governments, and that ANSTO provides coordinated and accurate briefings on ANSTO issues to government representatives, departments, internal stakeholders and other organisations as required.

The role strategically manages issues which have the potential to have a material influence on ANSTO's standing with government stakeholders – with a particular emphasis on issues that affect ANSTO's financial position, reputation, credibility and brand.

The role applies extensive experience in government liaison, stakeholder engagement and science communication as well as a deep knowledge of nuclear operations to make independent decisions regarding management of workflow, the preparation of detailed advice, and stakeholder management including with senior Government representatives.

The role also contributes to ANSTO's international presence by working closely with the Senior Manager, International Affairs to ensure strategic alignment and message consistency.

The Senior Manager, Government Affairs, reports to the Director, Corporate Affairs and leads a team of approximately five.

### 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 (COOG) aims to create greater synergies across operational areas of ANSTO, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other agencies in Canberra.

The Government Affairs team is the gateway for government officials seeking ANSTO's assistance as a trusted advisor to government. This includes the provision of high-quality advice to both internal and external stakeholders and facilitating the building and maintenance of relationships with all levels of government. On behalf of the Organisation, the team develops and coordinates the Corporate Plan, the Annual Report and ANSTO's contribution to the Portfolio Budget Statements. The team also manages submissions to government and parliamentary committees.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

- Developing and driving a strategic engagement plan to raise awareness of ANSTO's contribution in the areas of advanced manufacturing, health, environment, defence and security amongst key policy influencers.
- Liaising with the portfolio department (Department of Industry, Science and Resources), portfolio Ministers and other Government stakeholders to lead the agenda where appropriate, responding to issues as well as management and briefing requirements on a proactive, influential basis.
- Develop and implement ANSTO's political engagement strategy in an issues-rich and politically sensitive environment to facilitate strong, positive relationships with members of parliament and other key government stakeholders, and to ensure ANSTO plays an effective and influential role domestically in nuclear affairs.
- Lead and manage the Government Affairs workflow, ensuring efficient and effective liaison and delivering complex and detailed responses through effective interaction and communication with ANSTO subject matter experts.
- Oversee and drive the strategic direction of the development of required material including but not limited to political visits, detailed briefings and presentations and Cabinet submissions.
- Oversee and drive the direction of the development and coordination of the Organisation's Corporate Plan, Annual Report and contribution to the Portfolio Budget Statements ensuring alignment with ANSTO's strategic objectives.
- Oversee and manage submissions to government and parliamentary committees, ensuring consistency of communication and alignment with ANSTO's strategic objectives and priorities.
- Lead the Government Affairs team, development and implementation of work plans and policy and procedures to ensure the Government Affairs team delivers outcomes that support the strategic objectives and priorities of the Organisation. Take ownership for team development including skills upskilling and managing workload in an effective manner.
- Undertake additional duties as required from time to time to support the work of Corporate Affairs.

### **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 and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Corporate Affairs strategy and objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to Executive and management, 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.
- The position will determine key work priorities within the context of agreed work plans and will consult across the organisation on complex, sensitive and major issues that have a significant impact on ANSTO.
- 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**

- Demonstrating long-term strategic vision and planning to drive the agenda with key stakeholders in a way that protects and enhances ANSTO's brand and reputation across government and facilitates ANSTO's contribution to decision making.
- A considered approach to liaison with political stakeholders including Ministerial Offices, government agencies and offices of political representatives.

- Building on ANSTO’s existing networks domestically and internationally to ensure that ANSTO is ahead of emerging issues to the greatest practicable opportunity
- Establish strong working relationships at all levels across the organisation to facilitate and engender cooperation in providing detailed and quality advice to Government.
- Maintain a flexible approach to work, to continually review and reorganise work plans and activities to manage conflicting priorities and ensure operational needs are met.
- Enhance ANSTO’s contribution to the national policy cycle through management of ANSTO’s program of submissions.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Director, Corporate Affairs	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Staff engagement and quality recruitment</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</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>
Senior Manager, International Affairs	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to executive decision-making processes, strategic planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Undertake research to assist in the identification of gaps, issues and potential solutions required to address ANSTO’s strategic objectives.</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice, direction and analysis on a full range of matters</li> <li>• Lead group, planning and goal setting and policy and procedures</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
<b>External</b>	
Government and departments: federal, state and local; and other stakeholders	<ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships and networks</li> <li>• Actively contribute and represent ANSTO and the Australian Government position</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Liaise with agencies and departments on behalf of ANSTO</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Director, Corporate Affairs
Direct Reports	4
Indirect Reports	Nil
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights

Travel:	May be required travel to ANSTO sites and Canberra 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
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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### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in communications or marketing (or relevant equivalent experience demonstrated within the discipline).
2. Extensive experience liaising and managing relationships across Australian government agencies and international organisations as well as extensive experience efficiently scoping and preparing briefings and advice for stakeholders.
3. Highly developed communication, influencing and interpersonal skills including demonstrated ability to understand and communicate technical information to a non-technical audience.
4. Demonstrated high level interpersonal skills and ability to communicate effectively and sensitively with people at various levels within and external to the organisation.
5. Significant problem-solving ability in delivering creative and systematic solutions.
6. Strong team focus with experience in managing a small team effectively.
7. Experience planning and managing time to meet deadlines and working effectively under pressure.
8. Experience in developing and contributing to strategy and planning to achieve both team and organisational objectives.

### 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: Alan Brindell	Name: John Edge
Title: Director, Corporate Affairs	Title: Chief Operating Officer
Signature:	Signature:
Date:	Date: