



POSITION DESCRIPTION

Position Title:	Government and Strategic Project Advisor
Cluster / Business Unit / Division	Chief Operating Officer Group
Section or Unit:	Corporate Affairs
Classification:	Band 5
Job Family:	Communications & Marketing
Position Description Number:	PD-2338
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Government and Strategic Projects Advisor is to lead the Organisation's Corporate Planning and Reporting, including managing the development of the Corporate Plan and Annual Report.

The position also supports ANSTO's interactions with the Australian Government (ministerial, parliamentary, departmental and agencies) to promote ANSTO's organisation reputation and maintain good relationships with key stakeholders.

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 Safety Assurance
- Capital Program Management Office

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. The team also develops and coordinates the Corporate Plan, the Annual Report and ANSTO's contribution to the Portfolio Budget Statements.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage the development of ANSTO's Corporate Plan and Annual Report ensuring alignment with ANSTO's strategic objectives and the priorities of the Australia Government.

- Build an internal network of corporate planning and reporting advocates to help ensure high quality input to the annual cycle that is representative of the Organisation’s strategic priorities
- Provide a range of project management and support services to ensure the delivery of documents in line with best practice timeframes, including coordinating resources, maintaining project documentation and implementing and monitoring project plans
- Undertake research and analysis to identify trends and priorities and produce high quality written documents framed around identified themes
- Manage ANSTO’s engagement and required responses to government, ministerial, parliamentary and departmental enquiries;
- Prepare and co-ordinate briefs, submissions, speeches, reports and policy proposals ensuring consistency of communication and alignment with ANSTO’s strategic priorities;
- Contribute to ANSTO’s interactions with political representatives, government departments and agencies and related stakeholders to promote ANSTO’s organisational reputation including being a primary point of contact for Government, Ministerial and parliamentary enquiries;
- Contribute to the development and implementation of GIA business plans; and
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- Determine key work priorities within the context of agreed work plans and will consult with the Senior Manager, Government Affairs, on complex, sensitive and major issues that have a significant impact on the section.
- 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 corporate planning and reporting.
- Establish strong working relationships at all levels across the organisation to facilitate and engender cooperation in ensuring high quality corporate planning and reporting that is representative of organisational priorities.
- A considered approach to liaison with political stakeholders including ministerial offices, government agencies and offices of political representatives.
- Having a flexible approach to work, to continually review and reorganise work plans and activities to manage conflicting priorities, multiple deadlines and ensure operational needs are met in a time-pressured and high-volume work environment.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans goals and other initiatives
Director, Corporate Affairs	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts

ANSTO's Board and Executive	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Negotiate and report on budgets and resources consistent with strategic plans and goals
Other departments (operational, research, and business units across ANSTO)	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • 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
External	
Political and government representatives, government departments, agencies and related stakeholders	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships and networks • Actively contribute and represent ANSTO and the Australian Government position • Provide expert, authoritative and evidence-based advice • Liaise with agencies and departments on behalf of ANSTO

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Government Affairs Senior Manager
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	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) Public speaking
Radiation areas:	NIL
Hours:	Willingness to work extended and varied hours based on operational requirement
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance
Linked Role:	The Transition from Band 4 to Band 5 is not automatic and requires a full written submission to demonstrate how the employee meets the requirements. Transition will only occur following approvals from the Government Affairs Manager and the Director Corporate Affairs

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in business, communications, law or other relevant discipline.

2. Demonstrated experience in government affairs, corporate reporting and planning and organisational strategy.
3. Demonstrated experience liaising and managing relationships across government as well as extensive experience efficiently scoping and preparing briefings and advice for stakeholders.
4. Highly developed communication, influencing and interpersonal skills including demonstrated ability to effectively work with people at all levels of the organisation;
5. Demonstrated ability to understand, synthesise and explain complex technical concepts and information and develop communications appropriate for the audience.
6. Project management skills and significant experience managing and implementing complex projects under pressure.
7. Demonstrated ability to solve problems

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:	Catherine Kelleher	Name:	Alan Brindell
Title:	Senior Manager, Government Affairs	Title:	Director, Corporate Affairs
Signature:		Signature:	
Date:		Date:	