



POSITION DESCRIPTION

Position Title:	Specialist Nuclear Advisor
Institute / Division / Business Unit:	Chief Operating Officer Group (COOG)
Section or Unit:	Corporate Affairs
Classification:	Band 6
Position Description Number:	PD-2295
Job Family:	Communications & Marketing
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Specialist Nuclear Advisor is to support ANSTO's interactions with Australian Government (Ministerial, Parliamentary, Departmental & Agencies) and international bilateral institutions and agencies through the provision of expert advice on technical developments in the Australian and international nuclear space.

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 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
- Governance and Regulatory
- Risk and Assurance
- Capital Project Management Office (CPMO)

The Corporate 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, including facilitating the building and maintenance of relationships with all levels of government and with international nuclear bodies and research institutes to maintain ANSTO's reputation on the global stage.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Keep up to date with trends in nuclear technologies internationally including trends in small nuclear modular reactors and Gen IV technologies and provide advice both internally and externally on developments in this area.

- Provide technical expertise and advice to Government, Ministerial, Parliamentary and departmental enquiries including Senate Estimates Committee enquiries and responses to Ministerial correspondence on nuclear matters including but not limited to technology developments and nuclear waste storage and disposal.
- Provide technical expertise and advice on nuclear matters to ANSTO submissions, speeches, reports and policy proposals ensuring consistency of communication and alignment with ANSTO's strategic priorities.
- Support the development of Australia's foreign policy in relation to nuclear issues by providing accurate and prompt advice to agencies regarding ANSTO's relevant activities and the international frameworks in which we operate.
- Contribute to the development of Australian positions in the NPT review processes, the IAEA, the OCED NEA and other multilateral nuclear bodies, including by way of liaison with external stakeholders including DFAT, ASNO and ARPANSA.
- Contribute to ANSTO's interactions with the OECD Nuclear Energy Agency (NEA) including the provision of briefing to ANSTO representatives at NEA meetings and with the Counsellor (Nuclear), Vienna in relation to day-to-day issues including administration, drafting of statements to IAEA forums and attendance at IAEA meetings.
- Participate in Nuclear Agencies Consultative Committee (NACC) and Research Agencies Meeting (RAM), and refer relevant feedback to internal ANSTO stakeholders.
- Undertake additional duties as required and during periods 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 Senior Manager, Government Affairs 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

- Establishing a personal reputation as a trusted and respected expert in nuclear matters.
- Possessing a mature and considered approach to liaison with all stakeholders.
- Maintaining an up to date knowledge and level of understanding of trends in nuclear technologies internationally including in small nuclear modular reactors and Gen IV

technologies and providing accurate and timely advice both internally and externally on developments in this area

- Multitasking to competing deadlines and adopting a flexible approach to work, to continually review and reorganise work plans and activities to manage conflicting priorities and ensure operational needs are met.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Director/Executive OCEO/ANSTO Board	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
ANSTO Key Stakeholders Operational & Research	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships across ANSTO. Participate in cross functional teams. • Represent ANSTO and the Australian Government position to help ensure ANSTO meets its mandate as a trusted advisor to Government • Provide expert, authoritative and evidence-based advice
External	
Political & Government interest groups Science & Academia Business Community	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships and networks • Represent ANSTO • Provide expert, authoritative and evidence-based advice

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Senior Manager, Government Affairs
Direct Reports	Nil
Indirect Reports	Nil
Financial Data	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil
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 Frequent domestic travel and some international travel

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Some Public Speaking
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 in public policy, communications, political science, science, engineering, law or other relevant discipline.
2. Strong expertise in nuclear technology matters.
3. Experience in international or government affairs (or similar policy role) would be desirable but not essential.
4. Strong interpersonal skills, able to work effectively with a wide range of internal and external stakeholders, at all levels.
5. Strong attention to detail and written communication skills.
6. Demonstrated ability to understand, synthesise and explain complex technical concepts and information and develop communications appropriate for a non-technical audience.
7. Demonstrated high level interpersonal skills and ability to communicate effectively with people at various levels within and external to the organisation.
8. Experience planning and managing time to meet deadlines and working effectively under pressure.
9. Significant problem solving ability in delivering creative and systematic solutions.
10. Personal qualities that add value to a team operating in a high-level client service environment.

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