



POSITION DESCRIPTION

Position Title:	Executive Officer
Cluster / Business Unit / Division	Nuclear Safety, Security and Stewardship
Section or Unit:	Nuclear Safety, Security and Stewardship
Classification:	Band 8
Job Family:	Operations
Position Description Number:	PD-2374
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Executive Officer is to provide high-level strategic and tactical advice, planning, and project support to the Group Executive Nuclear Safety, Security and Stewardship (NSSS). The position will represent the Group Executive NSSS as required, manage special projects, prepare sensitive and complex correspondence and deliver continuity to NSSS as required.

Another key outcome is to foster integration, co-ordination and harmonisation of business planning and project activities across the NSSS Group. The role manages the Business Continuity team who manage ANSTO's Business Continuity Management System and the Operations Support Officer. The Executive Officer will work closely with the NSSS Leadership Team to support business management, engagement with ANSTO Integrated Business Planning (IBP), compliance, quality and administration needs of the Group aligned with organisational objectives.

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 the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific solutions and services, and providing specialised advice to government, industry, academia and other research organisations.

The NSSS Group comprises High Reliability (Safety), Nuclear Security and Nuclear Safeguards, Nuclear Stewardship and ANSTO's Nuclear-Powered Submarine Working Group. High Reliability and the Nuclear Security and Nuclear Safeguards areas provide key enabling services across ANSTO such as supporting the operation of the OPAL multi-purpose research reactor, nuclear medicine production, engineering capital projects and research activities. The NSSS Group also delivers an extensive range of services, programs and training to a wide range of external stakeholders.

The Executive Officer will work closely with the NSSS Leadership team to provide a coordinated, portfolio view of critical activities and visibility of key issues to the Group Executive NSSS.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide expert and authoritative analysis, advice and support to the Group Executive NSSS and NSSS Leadership Team on a broad range of high-level strategic, operational and sensitive issues;

- Aid the Group Executive NSSS in preparation for the Board reporting cycle including preparation and review of board reports and presentations
- Develop and communicate business operations and integration priorities with NSSS Leadership Team
- Drive continuous improvement in the context of Integrated Business Planning
- Manage and implement a range of projects including, but not limited to, strategic planning, cultural change, communications on behalf of the Group Executive NSSS and NSSS Leadership Team and/or ANSTO to ensure the achievement of project outcomes while fostering high levels of collaboration amongst the project participants and supporting the management and impact of changes and improvements;
- Work with key internal and external stakeholders to ensure NSSS key projects have visibility and support and that scope and deliverables (tangible and intangible) are defined and agreed to;
- Contribute to the development and implementation of NSSS strategic plans, business plans and asset management plans. Monitor planning activities and processes to ensure that milestones and reporting requirements are satisfied;
- Prepare and maintain strategic project plans for the NSSS Group including project schedules, resource plans, communication plans, and monitor activities against these to ensure projects deliver within the agreed scope and time parameters;
- Monitor and report on strategic, operational, management and project plans to inform decision making and support achievement of NSSS key performance indicators and objectives;
- Manage the Business Continuity team
 - Assess workflow and inquiries directed to the team and, with appropriate consultation, determine optimum way forward through prioritisation, tracking, delegation and escalation as appropriate
 - Implement ANSTO Business Continuity Management System (second line enterprise management function)
- Develop and empower people. Provide leadership in respect of diversity and inclusion to direct reports
- Influence across NSSS and the NSSS Leadership Team to promote and support ANSTO's Diversity and Inclusion programs
- Actively promote and contribute to the development and sustainment of a flexible high performance culture. Be a visible change agent and support the NSSS leadership team during periods of significant cultural and organisational change;
- Collaborate with the Office of the CEO, Office of the COO and Executive team as required;
- Undertake additional duties as required.

Decision Making

Commensurate with direct reporting line to the Group Executive, NSSS

- Financial and other delegations as a Senior Manager with responsibility for oversight of operating plans, financial reporting, Board papers and other briefing material as required.
- The position works within ANSTO as a Corporate Commonwealth Entity under the ANSTO Act and governed by the ANSTO Board, reporting to the Group Executive NSSS; within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives, including deciding on methods and approaches, operations, project planning and, as delegated, allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, 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, 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.

- Determines key work priorities within the context of agreed work plans and consults with the Group Executive NSSS, NSSS Leadership team and/or senior leaders on complex, sensitive and major issues that have a significant impact on the NSSS or ANSTO more broadly.
- 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 solid working relationships with a wide range of key senior stakeholders to ensure cross-Group and broader organisational collaboration
- Identifying, analysing and communicating pertinent and complex contextual issues, competing interests and priorities to a range of stakeholders including members of ANSTO's Executive Committee through to General and other senior managers across ANSTO.
- Brokering joint action and consensus across multiple stakeholders in an environment of finite resources, time constraints, competing priorities and in the absence of direct reporting relationships.
- Anticipating and addressing contentious issues and providing accurate advice on complex issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources, whilst maintaining confidentiality and exercising diplomacy.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive NSSS	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Manage priorities, needs and expectations
NSSS Leadership Team	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships and communication channels to facilitate the flow of information and plan and deliver projects. • Provide expert advice and analysis on a full range of matters • Collaborate on common responses to emerging and/or developing issues. • Contribute to executive decision making processes, strategic planning and goals. • Share accountability, negotiate and resolve conflicts • Develop co-operation and support required to liaise on behalf of the NSSS Group Executive and Leadership Team to negotiate and influence in pursuit of specific objectives and outcome timeframes.
ANSTO Executives & internal key stakeholders	<ul style="list-style-type: none"> • Establish & maintain collaborative relationships to facilitate strategic project delivery. • Liaise across ANSTO on a range of issues on behalf of the Group Executive NSSS, ensuring an open and proactive flow of communication & management information. • Support implementation of Business Continuity Management System
Office of the CEO, ANSTO Company Secretary	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships • Share ideas, learning and facilitate information transfer • Co-ordinate preparation of board papers on behalf of NSSS
Peers	<ul style="list-style-type: none"> • Provide leadership, guidance and support

Direct Reports	<ul style="list-style-type: none"> • Set performance requirements and manage performance and development • 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	
Stakeholders	<ul style="list-style-type: none"> • Facilitate communication and interaction with State and Federal government departments and agencies and relevant international stakeholders.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Group Executive NSSS
Direct Reports	Operations Support Officer Business Continuity Manager (Business Continuity Coordinator)
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer).
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work will be required on a regular basis
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain NV2 national security clearance

Financial Data (2023/2024)	Support Management of NSSS Group Budget
Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites and other domestic locations 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:	N/A
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain national security clearance of NV2 as a minimum.

Workplace Health & Safety	
Specific role/s as specified in AP- <u>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 Group Executive / General Manager Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher qualification in a relevant discipline or equivalent experience;
2. Experience in dealing with multiple priority issues in short timeframes;
3. Experience providing strategic and tactical advice and planning, operational and project support;
4. Contributing to strategy, business planning and implementation at an organisational level;
5. Ability to provide high level support to a change program and support and manage risk;
6. Experience implementing quality management systems and integrated business planning processes;
7. Experience building and utilising a culture of inclusion and diversity that encourages innovation, improves productivity and promotes teamwork and collaboration to deliver strategic projects.
8. Demonstrated ability to exercise sound judgement, particularly in matters of high sensitivity, strict confidentiality and/or potential controversy;
9. Highly developed organisational skills and the capacity to effectively manage a large volume of work in a high pressure environment with an outstanding degree of accuracy;
10. Superior written and verbal communication, interpersonal, consultation and negotiation skills;
- ~~11.~~ Knowledge and understanding of federal government Departments and agencies;
12. Demonstrated ability developing and maintaining effective networks, alliances and operational relationship with internal and external stakeholders;
13. Demonstrated ability to maintain high levels of discretion and confidentiality.

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:	Miles Apperley	Name:	Miles Apperley
Title:	Group Executive, NSSS	Title:	Group Executive - NSSS
Signature:		Signature:	
Date:		Date:	