



POSITION DESCRIPTION

Position Title:	Executive & Administration Assistant
Cluster / Business Unit / Division	Nuclear Operations and Nuclear Medicine (NONM)
Section or Unit:	Nuclear Medicine
Classification:	Band 4
Job Family:	Administration
Position Description Number:	PD-2383
Work Contract Type:	Administration
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The Executive and Administration Assistant provides a diverse range of confidential secretarial and administrative support to the General Manager and the Senior Leadership within Nuclear Medicine.

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.

Nuclear Medicine is engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is based upon the GMP Code of Manufacturing, where processes must meet certain standards and Quality Control (QC) is essential and also just-in-time principles, where all processes are extremely time-critical.

Nuclear Medicine has a dominant market share position in Australia and is expanding into the global market. Nuclear Medicine Products operates under external regulatory requirements such as ISO 9001, ARPANSA and TGA, within ANSTO's procedural framework and in oversight by the ANSTO Board. Over 500,000 Australian patients benefit from Nuclear Medicine Products radiopharmaceuticals annually.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide confidential secretarial and administrative support to the General Manager, Nuclear Medicine(GM) and other members of the Senior Leadership Team (SLT). Including expense reporting and submission.
- Screen and prioritise incoming and outgoing communication for Nuclear Medicine. Use discretion to raise urgent and important matters to the GM and other members of the SLT team
- Utilise judgement to independently assess, prioritise and action matters. Direct, action and coordinate responses to internal and external enquiries on behalf of the GM and SLT
- Manage the diary of the GM and SLT including influencing and negotiating timelines and appointments as required. Ensure they are informed of their daily commitments and receive background information or briefing papers for meetings in a timely manner
- Drafting correspondence on behalf of the GM and SLT,
- Following up on action points from management meetings.
- Assist with a range of accounting, purchasing, staff management and other activities including process of invoices, raising purchase orders, processing expense claims, stationary ordering

- Provide secretarial support such as arranging and attending meetings (minute taking), organising Management attendance at external conferences and meetings, arranging travel and accommodation for staff as required
- Develop and document relevant standard work procedures
- Assist Senior Management Team in adherence to control document review timelines
- Assist in the creation of correspondence, business submissions, documents, reports, publications and presentations
- Obtain information for Senior Management for use in reports, speeches and presentations as requested
- Coordinate and supervise external stakeholders or vendors visiting ANSTO where appropriate
- Maintain & develop effective working relationships with a wide range of internal and external stakeholders
- Contribute to Nuclear Medicine and other ANSTO projects as required
- 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 areas and will consult with the GM or applicable SLT on complex, sensitive and major issues that have a significant impact on Information Technology.
- 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

- Managing conflicting priorities in respect of work delegated by Management and staff
- Assist Senior Management with ongoing administrative support in a deadline driven environment
- Developing an understanding of the major issues and key personnel who interact with the Group Executive and other Senior Managers from within ANSTO and specifically Nuclear Medicine
- Working smoothly and effectively with the Nuclear Medicine Team utilising MS Suite of Products
- Promptly attending to unforeseen matters arising that require urgent attention
- Providing consistent and accurate data to senior management covering all manner of statistics

KEY RELATIONSHIPS

Who	Purpose
Internal	
General Manager, Nuclear Medicine	<ul style="list-style-type: none"> • Provide a diverse range of confidential secretarial and administrative support • Receive guidance and direction
Senior Leader Team Nuclear Medicine	<ul style="list-style-type: none"> • Provide a diverse range of confidential secretarial and administrative support • Support specific projects as required
ANSTO Executive	<ul style="list-style-type: none"> • Provide an interface with the ANSTO Executive
Information Technology Staff	<ul style="list-style-type: none"> • Provide support to all staff as required
External	
DISER, IAEA, ACSC	<ul style="list-style-type: none"> • When required provide a first contact point for external agencies and facilitate further discussions

Vendors/Suppliers

- When required provide a first contact point for vendors and suppliers further discussions

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the General Manager Nuclear Medicine
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2022/2023)

Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements

Location:	Lucas Heights / Clayton 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)
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 Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in AP-2362 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. Administration qualifications or equivalent experience.
2. Significant experience working with senior management at EA level.
3. Ability to deal with complex matters with tact diplomacy and maintain confidentiality.
4. Excellent interpersonal and communication skills both written and oral.
5. Effective time management strategies and ability to prioritise a pressured workload.
6. Advanced skills in administration and computer literacy (Microsoft Office - essential) and be 'tech savvy'
7. Proficient in organising and coordinating large meetings and events
8. Ability to work unsupervised.
9. Flexible, forward thinking, enthusiastic, confident with decision making, and have excellent problem-solving skills.

10. Proactive, deadline driven with proven ability to independently prioritise tasks.
11. Commitment to safety, quality and principles of continuous improvement.
12. Experience in procurement and basic accounting.
13. Previous experience taking minutes (shorthand desirable).

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:	Ian Martin	Name:	Ian Martin
Title:	General Manager, Nuclear Medicine	Title:	General Manager, Nuclear Medicine
Signature:		Signature:	
Date:		Date:	