



POSITION DESCRIPTION

Position Title:	Decision Support & Analytics Manager
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	Integrated Business Planning
Classification:	Band 6
Job Family:	Organisational Leadership
Position Description Number:	PD-2244
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Decision Support & Analytics Manager will play a crucial role in improving the quality of business decisions made across the organisation whilst providing support and coaching to ensure Integrated Business Planning and governance processes are leveraged. This role provides support to all ANSTO Groups which includes expert advice in strategic, commercial and financial aspects of the business.

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.

This role operates in alignment with IBP principles.

The Decision Support & Analytics Manager will leverage knowledge and understanding across all aspects of ANSTO, external environment and stakeholders to ensure optimal decision making across Portfolio, Capital, Demand and Supply activities. Works in tandem with Commercial Project Managers, Portfolio coordinator role, Demand Manager and Supply Manager. Provides direct input into aspects of the IBP process and works closely to ensure alignment with the CPMO Team, BD Team, Finance Team and Analytics Team.

ACCOUNTABILITIES & RESPONSIBILITIES

1. Provide high level advice and support to ensure decision making is based on appropriate, accurate and timely information
 - Using data, reporting and insights to develop business cases and impact assessments.
 - Critically analysing business operations and performance to assist teams to define options which meet strategic priorities.
 - Interpret data to solve tactical and strategic choice problems
 - Use data modelling (e.g. cost modelling) and data analysis to assist stakeholders to determine viability of business opportunities and make recommendations
 - Ensure potential impact, risk pros and cons of recommendation options to the business
2. Support, lead and guide project teams and guide through the necessary dialogue and analysis appropriate for the decision situation and related governance timelines

- Providing dedicated advisory services to the business, influencing strategy and shaping the future business priorities
 - Build and maintain relevant library of Internal and market data and facilitate market research when required
 - Collaborate and drive change with peers and stakeholders, keeping pace with evolving business priorities and external market trends
 - Tracking existing strategic initiatives, investment opportunities and future business priorities, driving returns
3. Actively interact with internal stakeholders to help ANSTO apply best practices in decision making, coaching staff towards understanding and applying decision concepts
- Develop and maintain strong collaborative and productive stakeholder relationships with key stakeholders to ensure efficient and effective flow of information
 - Prepare routine and ad-hoc reports, presentations and responses to ensure stakeholders receive relevant accurate and timely information
4. Ensure alignment with ANSTO Integrated Business Planning processes
- Developing and maintain pertinent documentation related to business cases in alignment with the IBP process and CPMO procedures.
 - Ensuring the Business cases evolution follows IBP principles and documented stage gate process CDEO.
 - Elevates Recommendation for Approval or Rejection into IBP regarding business cases based on merit of strategic relevance, Resources, Capacity, Financial sustainability, Commercial alignment, Workforce planning.

Decision Making

- This position has the authority to make a recommendation to the pertinent IBP review, to stop an opportunity from progressing from one stage to another if the business case and supporting information doesn't meet the specified requirements.
- 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

- Ensuring stakeholders follow process.
- Engagement across the organisation to identify activities and resources required to execute a project

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Integration and alignment • Contribute to group decision making processes, planning and goals

	<ul style="list-style-type: none"> • Collaborate and share accountability • Negotiate and resolve conflicts
Group Executives	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice
GMs, Senior Managers, Task force leaders, SMEs	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice
Capital Projects Management Office (CPMO) Team	<ul style="list-style-type: none"> • Engage with Project Managers to develop business cases to support capital projects
Business Development Team	<ul style="list-style-type: none"> • Develop financial and market analysis to support interactions and partnerships
Finance Team	<ul style="list-style-type: none"> • Develop financial analysis to support projects
Analytics Team	<ul style="list-style-type: none"> • Develop analytical models incorporating relevant data
Board	<ul style="list-style-type: none"> • Prepare board papers to support project approvals
External	<ul style="list-style-type: none"> • Engage and direct market research activities • Obtain market data • Engage and direct consultants and other relevant professionals
None	

POSITION DIMENSIONS

This role is mainly a Subject Matter Expert SME Dimensions - reports directly to the Commercial Support Manager.

Staff Data	
Reporting Line	Reports to the Commercial Support Manager
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (N/A)	
N/A	
N/A	
N/A	
N/A	
Assets	

Special / Physical Requirements	
Location:	Lucas Heights and remotely
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, movement around office and site, extended hours working at computer) Standing for long periods Public speaking
Radiation areas:	N/A
Hours:	Willingness to work extended and varied hours based on operational requirements. After hours work may be required for short and infrequent periods Operates in a complete flexible arrangement
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- N/A
2362 of the ANSTO WHS
 Management System

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Qualification - Degree or Masters in Finance, Commerce, Business management or similar
2. Demonstrated significant experience in Finance, Commercial and Business operations
3. Demonstrated experience in managing effective relationships with key stakeholders
4. Ability to influence and to initiate and manage change, allocate resources effectively and identify and manage risks
5. Effective communication, influencing and negotiation skills and proven ability to liaise with people at all levels.
6. Ability to interpret data, with assistance if required, and to write clear, concise reports which deliver value to the client.
7. Demonstrated commercial focus, KPI driven with the ability to contribute to revenue generation and meet set targets.
8. Strong analytical and modelling skills, while also being results driven and possessing strong levels of initiative in dealing with any issues.

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:	Prakash Rajalingam	Name:	Oleh Nakone
Title:	Commercial Support Manager	Title:	Group Executive – Commercial Products and Services
Signature:		Signature:	
Date:		Date:	