



## POSITION DESCRIPTION

<b>Position Title:</b>	Business Continuity Coordinator
<b>Group / Division</b>	Nuclear Safety, Security & Stewardship Group
<b>Section or Unit:</b>	Nuclear Safety, Security & Stewardship
<b>Classification:</b>	Band 6
<b>Position Description Number:</b>	PD-2351
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	Non-STEMM

### POSITION PURPOSE

The Business Continuity (BC) Coordinator is responsible for developing and maintaining ANSTO’s second-line management business continuity. As second-line management, the BC Coordinator maintains the policy, procedures, templates and tools that are implemented by the first-line managers who lead business units across ANSTO. The BC Coordinator also provides procedural support to the CEO and Group Executives who are the risk owners and remain responsible for implementing the Business Continuity Management System.

The BC Coordinator provides technical support in terms of:

- secretariat support for senior manager / executive business continuity coordination meetings,
- peer-to-peer assisting the Emergency Operations Manager with the integration of plans and assurance,
- peer-to-peer supporting the Manager Radiation and Nuclear Emergency Preparedness and Response (RNEPR) with the maintenance of plans and arrangements
- peer-to-peer supporting IT Disaster Recovery plans and arrangements
- the design and conduct of assurance activities for incident and crisis management,
- advice to responsible managers on after-action improvements,
- preparing status reports to the Senior Executive and the Risk and Audit Committee
- providing expert advice and guidance on business continuity strategies, methodologies, and best practices to the key internal and external stakeholders

This position that is required to provide business continuity tools, advice and technical support across all business lines and levels of the Organisation.

### 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 has approximately 1400 staff and several hundred business contractors operating at campuses at Lucas Heights, New South Wales and Clayton, Victoria. ANSTO is Organised into operational groups including nuclear operations, science and technology, commercial products and services, and supporting functions such as IT and engineering. Business continuity management sits within the Nuclear Safety, Security and Stewardship Group. ANSTO has significant dependencies in commercial product supply chains and critical utilities such as water, electricity and fuel.

At the Lucas Heights campus in particular, ANSTO has strong relationships with New South Wales Government agencies (eg. NSW Police, NSW Fire and Rescue and NSW Environment Protection Agency) and the local Sutherland Shire Council. The Emergency Operations Manager is responsible for on-site incident

management preparation, response and integration with the Region and Local Emergency Management structures. The BC Coordinator supports that effort but will not lead it; the BC Coordinator will assist the Senior Executive to develop and maintain their crisis management capability and confidence to integrate with the Incident Management Team in response to a disruption with strategic impacts.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

- Revise and maintain ANSTO's enterprise level business continuity policy, procedures, templates and tools.
- Understand and articulate the scope and objectives of the business continuity program within ANSTO.
- Provide expert advice and guidance on business continuity strategies, methodologies, and best practices to key internal and external stakeholders.
- Provide second-line support for ANSTO-wide business impact analysis, the development of business continuity plans and the conduct of assurance activities.
- Assist first-line managers to identify improvements after assurance activities and incidents.
- Analyse and report on internal and external factors with potential to impact on resilience and provide timely responses to enterprise level enquiries.
- Ensure compliance with relevant regulatory requirements and support Incident Management training and exercises.
- Take a lead role in supporting the Senior Executive to develop and maintain Crisis Management capability and confidence, and integration with the Incident Management structure.
- Collaborate with the IT Group to incorporate disaster recovery elements in BC/CM plans.
- Refer to relevant manager or escalate critical issues when necessary, ensuring alignment with ANSTO's protocols and decision-making hierarchies

### **Decision Making**

- The position works within a framework of legislation, policies, professional standards and resource parameters. The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide context for the position
- The position is primarily an advice and assistance role. Senior Executives retain decision accountability and risks ownership, while first-line managers are responsible for their business area's disruption preparation and response.
- The levels of authority delegated to this position are detailed in ANSTO Delegation Manual AS-1682 (as amended or replaced). There are currently no delegations or operating budget allocated to this position.

### **Key Challenges**

- Developing an appreciation of ANSTO's organisational complexity and the high consequence nature.
- In the initial one to two years, the primary challenge will be the redesign and rewrite of ANSTO's approach to business continuity. That is supported by existing deep analysis of the systemic issues that should be addressed.
- Engaging Senior Executives with the risk mitigation aspect of business continuity.
- Managing in a resource constrained environment and maintaining a mature outlook on Senior Executive risk perceptions and acceptance, which at times may not align with aspirational policy statements.
- Maintaining contemporary good practice knowledge about emerging trends, standards and effective approaches to BC.
- Effectively analyse and communicate relevant information, making a meaningful contribution to senior executive decision making.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Group Executive Nuclear Safety, Security & Stewardship	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for BC Program plans, goals and other initiatives</li> </ul>
Manager / Senior Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Negotiate and report on performance, budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for BC Program plans, goals and other initiatives</li> </ul>
Emergency Operations Manager (EOM)	<ul style="list-style-type: none"> <li>• Provide collegiate advice on whole-of-ANSTO integration of disruption/incident prevention, preparation, response and recovery.</li> </ul>
Manager Radiation and Nuclear Emergencies Preparation & Response (RNEPR)	<ul style="list-style-type: none"> <li>• Contribute to group decision making on processes, strategic and operational planning and goals.</li> <li>• Support (not lead) the EOM's and Manager RNEPR's external agency relationship management.</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>External</b>	
Business Continuity community of practice	<ul style="list-style-type: none"> <li>• Maintain connection with BC good practice to inform the BC Program in ANSTO.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	0
Direct Reports	Nil
Indirect Reports	Nil
<b>Financial Data</b>	
Revenue / Grants	None
Operating Budget	\$0
Staffing Budget	\$0
Capital Budget	\$0
Assets	None
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of the site as needed
Travel:	Domestic travel to ANSTO's Clayton Campus as required
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking.

	Workplace trainer and assessor.
Radiation areas:	May be required to work in radiation areas under tightly regulated safety conditions, supervised by radiation safety specialists.
Hours:	Willingness to work extended and varied hours based on operational requirements.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain Negative Vetting 1 National Security Clearance

### Workplace Health & Safety

Specific role/s as specified in AP- 2362 of the ANSTO WHS Management System

All Workers  
Officer (definitions found in appendix A of AP-2362)  
Managers / Leaders / Supervisors  
Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Certified member of the Business Continuity Institute (CBCI) or an equivalent business continuity practice para-professional body.
2. Experience in business resilience/business continuity, incident and crisis management and/or risk management with operational procedures development and training delivery.
3. Ability to advise and coach colleagues by effectively managing up, down and across to ANSTO structure.
4. An associated requirement is the ability to provide strategic advice, problem solving and issues management for internal stakeholders in relation to complex and potentially sensitive or confidential matters.
5. Working knowledge of the Australian Emergency Planning procedures and Australian Inter-Service Incident Management System.
6. Well-developed verbal and written communications skills, negotiation and collaboration, conflict avoidance and conflict resolution skills. Linked to this is a requirement for strong interpersonal and stakeholder management skills with an ability to engage productively across all levels of the business.
7. Well-developed planning and organisation skills with the ability to cope with ambiguity, uncertain objectives and manage at times competing stakeholder priorities.
8. Sound project management skills to at least intermediate level and experience applying PM methods to develop and implement a new program.

### VERIFICATION

Line Manager	Delegated Authority
Name: Miles Apperley	Name: Miles Apperley
Title: Group Executive Nuclear Safety and Stewardship	Title: Group Executive Nuclear Safety, Security and Stewardship
Signature:	Signature:
Date:	Date: