



POSITION DESCRIPTION

Position Title:	Business Continuity Manager
Group / Division	Nuclear Safety, Security & Stewardship Group
Section or Unit:	Nuclear Safety, Security & Stewardship
Classification:	Band 7
Position Description Number:	PD-2363
Work Contract Type:	Professional
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The Business Continuity Manager is responsible for leading and managing the development and maintenance of ANSTO's second-line management business continuity. As second-line management, the Manager will lead ANSTO's BCMS framework including the policy, procedures, templates and tools that are implemented by senior executives and the first-line managers who lead business units across ANSTO. The Manager Business Continuity will support the CEO and Group Executives who are the risk owners and remain responsible for implementing the Business Continuity Management System.

The Business Continuity Manager provides advanced 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 arrangements,
- peer-to-peer supporting the Manager Radiation and Nuclear Emergency Preparedness and Response (RNEPR) with the maintenance of plans, 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 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.

At the Lucas Heights campus in particular, ANSTO has strong relationships with New South Wales Government agencies (e.g. 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

- Develop and manage ANSTO's enterprise level Business Continuity Management System (policy, procedures, templates and tools – and their implementation).
- Identify and develop the scope and objectives of the business continuity program within ANSTO.
- Develop and maintain a comprehensive understanding of the organisation's operations, critical processes, and dependencies.
- Provide expert advice and guidance on business continuity strategies, methodologies, and best practices to key internal and external stakeholders.
- Make informed decisions regarding business continuity strategies, resource allocation, and risk mitigation measures.
- Influence stakeholders at various levels within the organisation to ensure business continuity considerations are integrated into decision-making processes.
- Manage second-line support for ANSTO-wide business impact analysis, the development of business continuity plans and the conduct of assurance activities.
- Partner with 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/IM/CM plans.
- Refer to relevant senior manager or escalate critical issues when necessary, ensuring alignment with ANSTO's protocols and decision-making hierarchies
- Collaborate with external entities, such as regulatory bodies or industry associations, to influence and align with relevant standards and practices.
- Negotiate agreements and contracts with external service providers to support business continuity efforts

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

POSITION DIMENSIONS

Staff Data	
Reporting Line	0
Direct Reports	2
Indirect Reports	Nil

Financial Data	
Revenue / Grants	None
Operating Budget	<i>Role will require budget – training, assurance activities, own & team para-professional maintenance, para-professional body accreditation, conference & training travel. The amount is yet to be scoped</i>
Staffing Budget	<i>Own staffing cost plus two other BC Coordinators, or 1 x BC Coordinator and the equivalent of 1 x FTE salary for contracting out.</i>
Capital Budget	\$0
Assets	None

Special / Physical Requirements

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 occasional 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 <u>AP-2362</u> 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
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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Certified member of the Business Continuity Institute (CBCI) or an equivalent business continuity practice para-professional body.
2. Significant 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. Demonstrated experience providing strategic advice, problem solving and issues management for internal stakeholders in relation to complex and potentially sensitive or confidential matters.
5. Advanced 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:

