



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Manager Integrated Business Planning
<b>Cluster / Business Unit / Division</b>	Commercial Products and Services
<b>Section or Unit:</b>	Integrated Business Planning
<b>Classification:</b>	Band 9
<b>Job Family:</b>	Organisational Leadership
<b>Position Description Number:</b>	PD-2010
<b>Work Contract Type:</b>	Manager
<b>STEMM or NON-STEMM</b>	Non-STEMM

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### POSITION PURPOSE

To provide organisational leadership for integrated business planning and management. Working closely with the CEO and executive to embed the practices and processes that integrate people, tools and process to deliver a sustainable integrated business management process within ANSTO. Lead the IBP team to deliver and continuously improve the operation forward planning, measurement and implementation of key plans, aligned with strategy.

### 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.

The Commercial Products and Service (CPS) division includes several commercial businesses including Health Products, Minerals, Irradiation Services, and Radiation and Waste Services. The focus of this division is on the management of ANSTO's established businesses. The division generates revenue for ANSTO from the sale of products and services and has a strong quality focus on meeting customer needs in a timely manner.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Lead and manage the team to achieve strategic objectives, team goals and objectives and ensure that business plans are implemented on time and within scope and budget.
- Advise the CEO and executive on integrated business management process to embed the practices and processes, including influencing decision making and providing considered input to senior stakeholders.
- Lead the ongoing adoption and continuous improvement of the Integrated Business Planning process at ANSTO, managing ongoing change.
- Maximise the benefits realised through the Integrated Business Planning processes, through education on determining supply and demand for resourcing across ANSTO.
- Engage with industry partners and a broad range of stakeholders to network and learn from larger organisations running integrated business planning or business excellence programs
- Direct and supervise reporting staff, determining operational priorities, monitoring and reviewing performance, providing leadership and guidance and facilitate their ongoing professional development to ensure staff have the knowledge, skills and support to achieve objectives.

- Foster a culture of high-performance that encourages innovation, improves productivity and promotes teamwork and collaboration. Model appropriate and professional behaviour in the workplace and manage people matters proactively.
- Ensure staff are informed of best practice and have the opportunity to implement new ideas and initiatives.
- Motivate, coach, influence and support direct reports to deliver against business objectives.
- Foster and encourage collaboration and innovation and develop and implement strategies to improve work practices, systems and processes to ensure the delivery of high quality services and outcomes.
- Undertake additional duties as required and during period of leave of other staff.

### Decision Making

- The position manages the team within the ANSTO Commercial Products & Services Group and works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Business Operations and Systems strategy 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 to the supervisor and key stakeholders, 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 will consult with the supervisor on complex, sensitive and major issues that have a significant impact on the Business Operations and Systems.
- 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

- Influencing decision making and providing valuable input at senior levels of the organisation
- Maximising the opportunities for improved service and interaction within the ANSTO Group, including influencing decision making and providing considered input to senior stakeholders.
- Enhancing existing processes and controls to ensure an efficient function and ensuring consistent application of advice service across the ANSTO Group.
- Managing multiple reporting requirements and timelines.
- Developing a high-performance function, that effectively interacts with business units across all campuses to deliver on ANSTO's goals and objectives.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Group Executive Commercial Products & Services	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Staff engagement and quality recruitment</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> </ul>

	<ul style="list-style-type: none"> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> <li>• Participate in CPS Group leadership forums</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Set performance requirements and manage performance and development</li> <li>• 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</li> </ul>
Other stakeholders/ departments - CEO, CFO, finance team, and the chairs and leads for Portfolio, Demand, Supply, IRR, Executive team	<ul style="list-style-type: none"> <li>• Maintain collaborative relationships</li> </ul>
<b>External</b>	
Benchmark organisations: Large international businesses, Government agencies, Not for profits	<ul style="list-style-type: none"> <li>• Identify and learn from networking with large organisations running integrated business planning or business excellence programs</li> </ul>
Customers	<ul style="list-style-type: none"> <li>• Develop opportunities</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Group Executive Commercial Products & Services
Direct Reports	3 x TBC
Indirect Reports	1 x TBC
<b>Financial Data (2018/2019)</b>	
Revenue / Grants	\$90M
Operating Budget	\$700K (including staff budget)
Staffing Budget	
Capital Budget	
Assets	

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights 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)
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

## Workplace Health & Safety

Specific role/s as specified in  
AG-2362 of the ANSTO WHS Management System  
Managers / Leaders / Supervisors

## ORGANISATIONAL CHART

Attached

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in science, engineering, business, commerce, marketing (or similar) and experience in a business development, commercial, industry engagement or stakeholder engagement role (or similar).
2. Extensive experience, skills and demonstrated outcomes engaging with industry partners and a broad range of stakeholders in a research/science and/or government landscape.
3. Demonstrated continuous improvement focus including introduction of new process and managing change.
4. Significant experience leading, managing and mentoring a team, including managing the performance of staff.
5. Strong business acumen with the proven ability to think strategically and solve problems in delivering creative and systematic solutions.
6. Strong analytical skills while also being results driven and possessing strong levels of initiative in dealing with issues.
7. High level of communication, conflict resolution and negotiation skills with demonstrated ability to influence others in relation to policy making, difficult decisions, and to achieve business objectives.
8. Strong commercial acumen and ability to influence to improve commercial conditions for the organisation.
9. Excellent interpersonal skills and demonstrated ability to effectively communicate with stakeholders to deliver on business outcomes.

## 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:	N/A	Name:	Oleh Nakone
Title:		Title:	Group Executive Commercial Products & Services
Signature:		Signature:	
Date:		Date:	