

POSITION DESCRIPTION

Position Title:	Management Systems Leader
Cluster / Business Unit / Division	Regulatory & Governance
Section or Unit:	Quality & Management Systems
Classification:	Band 6
Job Family:	Compliance & Regulation
Position Description Number:	PD-2381
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Management Systems Leader is to ensure the core aspects of the ANSTO quality and environmental management systems are implemented and maintained in compliance with the requirements of ISO 9001, 14001, 17025, TGA, FDA, and ARPANSA regulatory requirements for the IT, OCEO, NSSS and COO groups.

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 Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Governance
- Capital Program Management Office

The Regulatory & Governance function is responsible for ensuring effective business processes and systems are in place & continuously improved to allow ANSTO to operate effectively & achieve its objectives in compliance with relevant legislated and regulated requirements. The Management Systems & Operational Compliance group provides and oversees the quality & environment management system processes and the maintaining of ANSTO's ISO 9001 & ISO 14001 certifications and other applicable regulations.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Accountable for maintaining the IT, OCEO, NSSS and COO groups quality and environmental management systems which are certified to ISO9001 and ISO14001. Coordinate the implementation of a compliant management system to the ISO/IEC17025 standard and subsequent certification for the relevant laboratories in the NSSS group.
- Provide expert quality and environment support to the IT, OCEO, NSSS and COO groups including Integrated Management Systems reviews, establishment, measuring & monitoring of local plans, objectives & targets.
- Manage and support the users of the Governance Risk & Compliance (GRC) Software System. Provide training on the system and assist with and encourage employee engagement.
- Conduct triaging of incidents for the groups and lead/support investigations for Quality, Operational, Safety and/or Environmental as required.
- Provide expert training & advice on the Quality & Environment Management Systems for the IT, OCEO, NSSS and COO groups.
- Lead/conduct/participate in Management System Audits and inspections across ANSTO in the areas of environment and quality and other systems as required including safety. Provide expert advice on the group's risks assisting with the development of the ANSTO MSA annual audit schedule. Assist in the execution and completion of the schedule. Manage external audits and entry in the GRC system. Report audit findings, provide advice to the management team/executive in implementing appropriate corrective and preventative actions to ensure compliance, drive organisational improvements and strive for quality best practices.
- Facilitate the controlled document activities including the preparation of new and review of existing documents which support the management systems.
- Monitoring of QMS & EMS performance and providing feedback to the organisation via Committee meetings and reports.
- Lead process improvement workshops and drive implementation of continuous improvement initiatives within the groups, and as part of the enterprise-wide quality and environment strategies upon request.
- Facilitate environmental aspect and compliance obligation owners to identify, risk assess, apply controls, evaluate effectiveness, and review environmental aspects & compliance obligations for the groups.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position 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 and project planning.
- Provide guidance to managers and leaders for adherence to legislation, local and ANSTO level policies, guidelines and procedures.
- The position is fully accountable for the accuracy, integrity and quality of the content of the expert advice provided to the groups.
- Determine key work priorities within the context of agreed work plans and consult with Management on complex, sensitive and major issues that have a significant impact on the Management 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 AG-1682 (as amended or replaced).

Key Challenges

- Influencing staff to provide input and advice on the QMS and EMS given the volume of urgent work that has priority across the organisation.
- Facilitating and fostering an environment of continuous improvement.
- Encouraging teamwork, cooperation, communication and consultation.
- Ensuring the successful implementation of strategic objectives whilst managing conflicting priorities and deadlines.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide status reports and analysis on the QMS & EMS
Work area team members	<ul style="list-style-type: none"> • Effect in a collaborative manner best practice performance • Provide expert advice and analysis on the QMS & EMS • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Provide support with the implementation of systems and Quality & Environment strategies
ANSTO Staff - Quality and Environment committees, Local Quality & Environment Co-ordinators, High Reliability & COOG divisions and staff across all divisions (and sites)	<ul style="list-style-type: none"> • Develop and maintain networks and effect in a collaborative manner best practice performance across the divisions • Communicate on reporting, procedures and audits across the organisation • Provide support with the implementation of systems and Quality & Environment strategies and ISO 9001 & 14001 standards
External	
Regulators	<ul style="list-style-type: none"> • Interact as required

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Senior Manager, Quality
Direct Reports	Nil
Indirect Reports	Nil
Financial Data (2021/2022)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil
Special / Physical Requirements	
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)
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

Workplace Health & Safety

Specific role/s as specified in <u>AP- 2362</u> 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. Degree or equivalent experience in science, environmental or related discipline
2. Extensive experience in working in a regulated environment in particular working with ISO certified 9001 quality and 14001 environmental management systems requirements.
3. Demonstrated experience completing management systems audits (or system related internal audits) for quality and environment.
4. Ability to write documentation and procedures.
5. Proficient in Microsoft Systems and experience in using a range of IT systems.
6. Demonstrated experience in building and maintaining productive working relationships and the ability to influence and motivate others.
7. Proven communication, facilitation and project management skills.
8. Demonstrated ability to work credibly and confidently at all levels of the organisation.

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:	Whitney Hooke	Name:	Jakob Vujcic
Title:	Senior Manager, Quality	Title:	GM Regulatory & Governance
Signature:		Signature:	
Date:		Date:	