



POSITION DESCRIPTION

Position Title:	Research Support Officer - Environmental
Cluster / Business Unit / Division	Nuclear Science and Technology
Section or Unit:	Environment
Classification:	Band 4
Job Family:	Technical
Position Description Number:	PD-1231
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Research and Sciences

POSITION PURPOSE

The primary objective of the Research Support Officer is to provide high level laboratory and field support to research staff to enable them to meet their Project and research objectives. This includes field trip organisation, sample preparation, completing complex analytical procedures, and the operation and maintenance of specialised equipment.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

NST's Research Portfolio undertakes world-class applied and translational research utilising nuclear techniques to foster innovation in research and development programs, enhancing ANSTO's contribution to supporting a sustainable and healthier future for our planet and people everywhere. The Research Portfolio consists of research themes that define the broad subject areas of research, with underlying research programs that are focused activity groupings contributing to the overall objectives of the research theme and also conducting research sub-programs within platforms. The Research Themes are Environment, Human Health, and Nuclear Fuel Cycle.

The NST Environment Research Theme is a centre of excellence in the southern hemisphere in understanding how environmental systems function and interact, and the impact that humans are having on the environment by applying nuclear and isotopic techniques. The Environment Theme's research is discovery directed and focused on addressing major environmental issues such as climate change, water resource sustainability, air pollution, human impact on Earth systems and waste in the environment within three key programs: Contaminant Impacts, Environmental Change and Water Resource Sustainability. The Environment Research Theme utilises some of the best instruments to do this kind of work and these instruments are capable of showing us what the Earth was like millions of years ago, helping us to model and predict future climate change.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Providing high-level laboratory and field support to research staff in hydrogeochemistry, biology, stable isotope ecology and other related disciplines.
- Plan and schedule the daily workload to meet project outcomes and deliver on time to meet constantly changing client requirements.

- Primary responsibility for the planning, organising, and undertaking of field work for project research staff, sometimes in remote and challenging locations. This includes preparation of Risk Assessments, Safe Work Method & Environmental Statements, and obtaining relevant permissions and scientific licences (as required).
- Environmental sample collection for the measurement of chemical and physical properties such as trace element, isotopic signature, environmental radioactivity.
- Responsible for the setting-up and operation of equipment, including collecting, compiling data, planning and carrying out experiments and complex analytical procedures under professional supervision.
- Responsibility for preparation, maintenance, calibration and testing of a diverse range of environmental sampling instrumentation and equipment, including groundwater sampling pumps, water chemistry probes, soil augering equipment, etc.
- Maintain instruments and facilities in good working order with meticulous housekeeping, to ensure that the laboratory complies with the highest quality and control measures allowing for the control of experimental work. Ensure the ongoing maintenance of equipment, identifying faulty equipment and arranging for repairs.
- Develop and maintain standard operating procedures for use of laboratory equipment and experimental practice.
- Ensure laboratories are functioning effectively by sharing knowledge and expertise.
- Supervision and training of staff and visiting students in procedures and techniques in sample preparation.
- Work collaboratively and contribute to research output and team activities to ensure effective sharing of knowledge, completed project outcomes and continuous improvement.
- Work to safety, quality and environmental requirements to ensure laboratories comply, at all times, with relevant standards, and documented procedures.
- A commitment to improve and broaden personal knowledge of environmental science through literature reviews and participation in appropriate training activities.
- Undertake additional duties as required and during periods 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, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the (section/unit or higher) strategy and (section/unit) 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 researchers 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.
- Determine key work priorities within the context of agreed work plans and will consult with the project lead on complex, sensitive and major issues that have a significant impact on the Environment theme.
- 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

- Carry out multiple tasks to tight deadlines and adjust plans to suit changing priorities in a non-routine environment.
- Challenge existing ways of working and identify more productive approaches to work.
- Meet the needs of a number of different research scientists and clients.
- Commitment to developing specialised expertise in groundwater hydrology and eco-hydrology through on-the-job training and formal training as appropriate.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager-Water Resource Sustainability Program	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability
Centre for Accelerator Science	<ul style="list-style-type: none"> • Sample submission
External	
Australian university researchers	<ul style="list-style-type: none"> • Explain sampling protocols and sample handling procedures
Australian PhD and Honours students	<ul style="list-style-type: none"> • Train in sampling techniques • Train in the use of field equipment

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Program Manager – Water Resource Sustainability
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2023/2024)	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

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 Field work in remote locations

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Labour intensive physical requirements (sitting, standing, frequent manual handling) Standing for long periods Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
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- All Workers 2362 of the ANSTO WHS Management System Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer to published Organisational Chart.



KNOWLEDGE, SKILLS AND EXPERIENCE

1. Diploma or higher in environmental science, biology, geology, chemistry, or other relevant discipline or equivalent relevant experience.
2. Experience working in an analytical chemistry/wet chemistry laboratory, and conducting routine and non-routine experiments.
3. Demonstrated experience using a diverse range of both field and lab-based environmental sampling instrumentation and equipment.
4. Demonstrated experience in high level preparation for field work activities and proactive skills in maintaining schedules.
5. Practical experience with a broad range of environmental sample preparation techniques for analytical methods such as radiocarbon dating, stable isotope analysis, trace element analysis, XRD and ICP.
6. The ability to work independently with limited supervision, to prioritise work and respond to changing priorities and deadlines in order to complete assigned duties.
7. An organised and meticulous approach to work and a commitment to timely and safe operation of a range of equipment in the field and laboratory.
8. Demonstrated ability to communicate information, establish productive relationships and share information with others, including strong customer service focus.

- 9. Dynamic and flexible approach to work, with an ability to work on own initiative.
- 10. Demonstrated ability to follow standard procedures, regulations and WHS requirements.

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:	Patricia Gadd	Name:	Karina Meredith
Title:	Program Manager WRS	Title:	Leader - Environment
Signature:		Signature:	
Date:	5/09/2023	Date:	5/09/2023

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour