



POSITION DESCRIPTION

Position Title:	Senior Advisor, International Affairs
Cluster / Business Unit / Division	Chief Operating Officer Group
Section or Unit:	Corporate Affairs
Classification:	Band 6
Job Family:	Strategic Policy
Position Description Number:	PD-1461
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Senior Advisor, International Affairs at ANSTO is responsible for providing strategic advice and support on ANSTO's international engagement activities. This role plays a vital part in fostering ANSTO's international relationships and advancing its objectives on a global scale. The International Affairs Adviser reports to the International Affairs Senior Manager and collaborates closely with various internal and external stakeholders.

The position also supports ANSTO's interactions with the Australian Government (ministerial, parliamentary, departmental and agencies) to promote ANSTO's organisation reputation and maintain good relationships with key stakeholders.

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 (COOG) aims to create greater synergies across operational areas of ANSTO, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other agencies in Canberra.

The Government and International teams are the gateway for government officials seeking ANSTO's assistance as a trusted advisor to government. This includes the provision of high quality advice to both internal and external stakeholders, including facilitating the building and maintenance of relationships with all levels of government and with international nuclear bodies and research institutes to maintain ANSTO's reputation on the global stage.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key deliverables include:

- International Institutions and Bilateral Arrangements.
 - Prepare and co-ordinate briefs, submissions, speeches, national statements, reports, plans and strategies and other policy related documents ensuring consistency of communication and alignment with ANSTO's strategic priorities.
 - Support international visitors requests as required.

- Monitor and disseminate knowledge from the Australian global network, as well as draft reporting for the global network on behalf of ANSTO.
- Support Government Team.
 - Support in Government, Ministerial, Parliamentary and departmental/agency policy related requests such as briefing input, Senate Estimates Committee and Ministerial correspondence.
- Stakeholder engagement.
 - Support internal stakeholders in international engagements, such as drafting of reports, presentations and speeches for high level purposes.
 - Contribute to ANSTO's interactions with external stakeholders to maintain and strengthen ANSTO's reputation.
- Corporate growth.
 - Contribute to various activities such developing, implementing and reporting on corporate strategies and plans.
 - Demonstrate ANSTO's values.
- Deliver other duties as requested.

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 Chief Operating Officer Group strategy and Corporate Affairs objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided 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.
- 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

The major challenges for this position include:

- Establishing a professional reputation as a trusted and respected interlocutor;
- Managing perceptions and responding to issues in a considered and thoughtful manner that promotes confidence in the organisation;
- Having a mature and considered approach to liaison with all stakeholders;
- Developing a coherent picture of ANSTO's existing bilateral arrangements, and prioritising which ones need attention and support;
- Multitasking to competing deadlines.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> ● Receive guidance and direction ● Provide expert, authoritative and evidence-based advice

	<ul style="list-style-type: none"> Negotiate and report on budgets and resources consistent with strategic plans and goals Recommend and gain endorsement for strategies and other initiatives
Director, Corporate Affairs	<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 Negotiate and resolve conflicts
ANSTO's Board and Executive	<ul style="list-style-type: none"> Provide expert advice and analysis on a full range of matters Negotiate and report on budgets and resources consistent with strategic plans and goals
Other departments (operational, research, and business units across ANSTO)	<ul style="list-style-type: none"> Provide expert advice and analysis on a full range of matters
External	
International representatives, government departments, agencies and related stakeholders	<ul style="list-style-type: none"> Develop and maintain collaborative relationships and networks Actively contribute and represent ANSTO and the Australian Government position Provide expert, authoritative and evidence-based advice Liaise with agencies and departments on behalf of ANSTO

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the International Affairs Senior Manager
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	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) Public speaking
Radiation areas:	NIL
Hours:	Willingness to work extended and varied hours based on operational requirement
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance
Linked Role:	n/a

Workplace Health & Safety	
Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in public policy, communications, political science, science, engineering, law or other relevant discipline.
2. Demonstrated experience in international affairs.
3. Strong attention to detail and accurate written communication skills.
4. Demonstrated ability to understand, synthesize and explain complex technical concepts and information and develop communications appropriate for the audience.
5. Demonstrated high level interpersonal skills and ability to communicate effectively with people at various levels internal and external to the organisation.
6. Experience planning and managing time to meet deadlines and working effectively under pressure.
7. Significant problem solving ability in delivering creative and systematic solutions.

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: Natascha Spark	Name: Alan Brindell
Title: Senior Manager, International Affairs	Title: Director, Corporate Affairs
Signature:	Signature:
Date:	Date: