



POSITION DESCRIPTION

Position Title:	Senior Project Manager
Cluster / Business Unit / Division	Major Capital Programs
Section or Unit:	Nuclear Security Science Capability Program
Classification:	Band 7
Job Family:	Project & Program
Position Description Number:	PD-2391
Work Contract Type:	Professional/Technical
STEMM/NON-STEMM:	STEMM
STEMM Category:	Engineering

POSITION PURPOSE

The primary objective of the Senior Project Manager is to provide a high standard of project management for the delivery of a number of related ANSTO projects and/or large and complex multi-disciplinary projects from conception to completion.

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.

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 position reports to a Program Director, within ANSTO Major Capital Programs, and is an expert in the delivery of infrastructure projects across all project stages. The position has a number of direct and indirect reports and provides leadership, supervision and guidance to a number of project teams which will include engineers, technical staff, consultants and contractors.

The position must establish professional relationships with clients and external suppliers, regulators, and key stakeholders.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Develop and continuously review and maintain a comprehensive and effective strategy for the delivery of a program of infrastructure projects at ANSTO; including campus infrastructure such as buildings, roads, laboratories and services and/or nuclear infrastructure such as nuclear particle accelerators, cyclotrons, reactor upgrades, beam-lines, hot cells and radio-isotope production and laboratory facilities.
- Engage and gain support for the delivery of infrastructure to key stakeholders, including ANSTO Executive and Top management, project teams and affected staff.
- Develop and implement detailed project plans for infrastructure projects, including resourcing, budget, project milestones and deliverables.

- Manage the delivery of projects on-time and within approved budget, including preparation and control of budgets, scheduling, management of resources and tendering activities in accordance with procurement guidelines.
- Deliver stakeholder focused solutions with the ability to influence, negotiate and liaise with senior staff including developing quality verbal and written reports and presenting to the Executive.
- Provide quality project management and technically sound engineering services with the aims of satisfying the client requirements and all associated safety, quality assurance, commercial, technical, and regulatory requirements.
- Build quality working relationships with internal and external stakeholders, clients, suppliers, consultants, and contractors.
- Proactively respond to and resolve customer issues and complaints to ensure quality customer service and customer expectations are met.
- Provide engineering and design analysis, justification of design and safety features and review of engineering work including developing proposals, concepts, detailed designs, manufacturing, installation, and commissioning.
- Demonstrate skills and ability in leadership, communication, provisions of constructive feedback, mentoring, coaching, conflict resolution and negotiation to develop and train staff including sharing of specialised knowledge.
- Manage the preparation, revision, modification and approval of specifications, reports, technical notes, drawings, and other documents as appropriate, and ensure that designs are carried out and reviewed by competent discipline specialists.
- Ensure appropriate supervision of installation and construction work is maintained to certify that the prescribed standards of workmanship are maintained.
- Keep abreast of developments in nuclear science, infrastructure construction standards, legal and regulatory framework and suppliers of materials, equipment, and services.
- Keep abreast of developments and trends in the nuclear industry, with the aim of supporting ANSTO's commercial interests and identifying and supporting opportunities as well as proactively adapting the project delivery service to assist ANSTO with evolving business challenges.
- Proactively identify and manage OHS&E risks and hazards during demolition and construction of new infrastructure.
- Manage change management to ensure smooth transition and staff acceptance of change, new facilities and/or processes.
- Commission new installations and inspection of completed works to ensure that all appropriate environment and technical standards and regulatory requirements are met.
- Undertake a post-implementation review to ensure project meets customer expectations and requirements.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

Decision making for this position include:

- 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 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.

- Determine key work priorities within the context of agreed work plans and will consult with the Program Director on complex, sensitive and major issues that have a significant impact on the Program.
- 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:

- Manage the delivery of high-profile programs and projects meeting challenging timeframes, budgets and requirements.
- Develop, engage, and retain capability and expertise of key staff for the duration of projects.
- Translate conceptual requirements into practical and functional infrastructure that satisfies project stakeholders.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Program Director	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members/indirect reports	<ul style="list-style-type: none"> • Staff engagement and quality recruitment • 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 • Develop and train including sharing of specialised knowledge.
Project Teams - Engineers/technical staff/SME's/site supervisors	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development • 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
Stakeholders	<ul style="list-style-type: none"> • Engage and gain support • Establish and build quality working relationships and proactively respond to and resolve issues • Negotiations
External	
Consultants/Contractors	<ul style="list-style-type: none"> • Set performance requirements and manage performance • 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 • Manage contracts
Stakeholders	<ul style="list-style-type: none"> • Engage and gain support

- Establish and build quality working relationships and proactively respond to and resolve issues
- Negotiations

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Program Director, Major Capital Programs
Direct Reports	Project Manager Project Engineer Project Coordinator Project Technical Officer Note – numbers will vary based on phase of the project
Indirect Reports	Various – Engineers, Scientists, Drafting staff, Technicians etc.

Financial Data (2023/2024)

Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	Restricted
Assets	

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 Some travel may be required both internationally and nationally Required to be available to travel to Canberra as needed
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) Public speaking 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
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 as required

Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers
	Officer (definitions found in appendix A of AP-2362)
	Managers / Leaders / Supervisors

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Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer published ANSTO org chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

- 1. Degree and / or master’s level qualifications in a relevant discipline e.g., Engineering, or Business.
- 2. Extensive project management experience (PMBOK desirable).
- 3. Significant experience in leading and managing staff, including coaching and mentoring skills.
- 4. Demonstrated ability to manage contracts administration and compliance with contract requirements.
- 5. A strong customer service orientation.
- 6. Highly developed verbal and written communication skills.
- 7. Excellent negotiation and conflict resolution skills.
- 8. Desire to seek and promote continuous improvement and willingness to implement change.
- 9. Effectively implement WHS requirements and develop a responsible safety culture; and
- 10. Strong team focus.

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:	Shane Harrison	Name:	Con Lyras
Title:	Program Director	Title:	Group Executive
Signature:		Signature:	
Date:		Date:	