



POSITION DESCRIPTION

Position Title:	Project Engineer / Manager
Cluster / Business Unit / Division	Major Capital Programs
Section or Unit:	Nuclear Security Science Project
Classification:	Band 6
Job Family:	Engineering and Technical
Position Description Number:	PD-2387
Work Contract Type:	Technical
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The primary objective of the Project Engineer / Manager is to provide a high standard of project engineering and management for the delivery of multi-disciplinary projects from concept to completion, developing engineering products/solutions to meet customer requirements. The position reports to a Senior Project Manager or Program Director, within ANSTO Major Capital Programs, and is an expert in the delivery of infrastructure projects across all project stages.

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.

There are four main units within Major Programs:

- Nuclear Medicine Facility (NMF) Program
- SyMo Facility Program
- Intermediate Level Waste Capacity Increase (ILWCI/B57) Project
- Nuclear Security Science Project
- Program Management Office Major Capital Programs (PMO)

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Provide quality project management and technically sound engineering services to ensure the proper definition and then achievement of the stakeholder requirements. These requirements will include technical, budgetary, safety, environmental, commercial, regulatory, and quality assurance requirements.
- With guidance and support, manage and or engineer small projects from conception to finalisation, including scope management, supervision, cost control, time management, quality/safety/environmental and contract management ensuring work is delivered on time and budget.
- Assist with the initiation of projects including consulting with clients and management to gain acceptance of technical specifications and business cases. This includes assisting with the development of cost benefit analyses of proposed options, seeking new solutions, and developing new techniques and methods.

- Provide quality verbal and written reports and presentations to stakeholders including the ANSTO executives.
- Deliver sound technical services through the preparation, revision, modification and approval of specifications, drawings, and other documents.
- Undertake detailed project planning including developing a project plan to deliver the project either based on approved funding or in order to attain funding.
- Manage project risk by proactively tracking cost forecasting, task scheduling, contract administration and resolving critical issues.
- Deliver client focused solutions with the ability to influence, negotiate and liaise with senior staff including developing reports.
- Manage customer and key stakeholder relationships and ensure they are informed of project progress.
- Undertake engineering design review, analysis of safety features and review against operation and known maintenance issues.
- Review of engineering works including proposals, concepts, detailed designs, manufacturing, and installation and commissioning.
- Develop and utilise judgement and technical experience to undertake development and design consistent with current standards and statutory requirements.
- Ensure appropriate supervision of installation and construction is maintained to certify that the prescribed standards of workmanship are maintained.
- Finalise projects by undertaking project evaluations and liaising with key stakeholders to identify defects, maintenance schedules and commissioning requirements.
- Proactively seek both formal and on-the-job training, development, and mentoring opportunities.
- Develop internal and external networks to allow for external collaboration and sharing of information.
- Undertake additional duties as required and during period of leave of other staff.
- Work as part of team in delivering product solutions to customers.
- Manage multi-disciplinary projects from conception to finalisation, including scope management, supervision, cost control, time management, quality control, and contract management ensuring work is delivered on time and budget.
- Independently initiate projects including consulting with clients and management to gain acceptance of technical specifications and business cases. This includes developing cost benefit analyses of proposed options, seeking new solutions, and developing new techniques and methods.
- Utilise judgement and technical experience to undertake complex development and design consistent with current standards and statutory requirements.
- Utilise judgement to independently assess priorities of project tasks and job flow to deliver complete project.
- Lead project teams including frequent communication, conflict resolution and negotiation.
- Develop and train project staff including coaching and mentoring.
- Undertake research and development to create one off solutions for clients.
- Represent ANSTO nationally and internationally and build networks to develop sharing of information.
- Maintain database of projects to ensure accurate reporting to management.

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 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 or their delegate on complex, sensitive and major issues that have a significant impact on the Project or 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:

- Developing nuclear engineering knowledge and maintaining currency of professional knowledge,
- Designing innovative & creative solutions as necessary where there may be few precedents,
- Ensuring stringent nuclear design regulations and applicable codes & practices are adhered to, including those relating to safety & nuclear technology.

KEY RELATIONSHIPS

Internal	
Manager/Executive	<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	<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
Direct Reports	<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
Indirect Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support
Clients/Stakeholders	<ul style="list-style-type: none"> • Understand their requirements • Seek approval for solutions • Agree scope of work, quality, timing and cost.
External	
Regulators	<ul style="list-style-type: none"> • Understand their requirements through knowledge of Codes • prepare submissions/ reports which demonstrate compliance and attend audits
Suppliers/Contractors/& Consultants	<ul style="list-style-type: none"> • Establish professional relationships

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Senior Project Manager or Program Director, Major Capital Programs
Direct Reports	Junior Project or Graduate Engineer Project Technical staff and Works Supervisor Note – numbers will vary based on phase of the project
Indirect Reports	6-8 When assigned to projects
Financial Data (2015/2016)	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	Restricted
Assets	
Special / Physical Requirements	
Location:	Lucas Heights / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Occasional travel both internationally and nationally
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 occasionally 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 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 qualification in Engineering, Science or Project Management.
2. Well-developed project management and/or engineering skills
3. Significant experience and proven problem-solving ability in delivering creative and systematic solutions.
4. Demonstrated ability to independently lead projects and utilise project management methodologies to deliver quality outcomes.
5. Demonstrated leadership skills and experience in successful stakeholder management.
6. Ability to develop and introduce innovative approaches to improving processes and practices.
7. Excellent written and verbal communication skills.
8. Ability to think strategically, influence and negotiate.
9. Ensure all work undertaken conforms to Australian Standards, quality procedures and other statutory requirements.
10. Willingness to pro-actively share knowledge, information, and insight with team members.

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:	