



POSITION DESCRIPTION

Position Title:	General Manager - Major Capital Programs
Cluster / Business Unit / Division	Major Capital Projects
Section or Unit:	Executive Support
Classification:	Band 9
Job Family:	Project & Program
Position Description Number:	PD-2353
Work Contract Type:	Executive
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the General Manager Major Capital Programs is to strategically lead Major Capital program directors, program managers and project managers to successfully deliver major, complex, multi-disciplinary ANSTO projects from initiation to handover across all campuses. The General Manager Major Capital Programs develops and oversees diverse Project through the appropriate governance and program/project lifecycle. Ensures capital expenditure is prioritised, allocated and monitored in line with the organisation's financial and strategic directions, and that projects are delivered in line with approved business cases.

The General Manager Major Capital Programs oversees strategic planning and prioritisation, providing expert and strategic advice aligned to ANSTO strategic objectives. This includes the governance, delivery, quality, risk and, in conjunction with the project managers, budget management of all Major Capital and Decommissioning projects.

The General Manager Major Capital Programs reports to the Group Executive Major Capital Programs & Chief Engineer. The position has several direct and indirect reports and provides leadership, management, and guidance across ANSTO Capital and Decommissioning portfolio, programs, project managers and project teams, which include engineers, technical staff, site supervisors, consultants, and contractors.

The role also provides ANSTO executive and Capital Committee with expert, independent and evidence-based advice, and recommendations.

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

ANSTO Major Capital Programs has a direct capital budget of \$83M p. a. and an indirect budget of \$3M where staff form a critical part of delivery of project.

- Lead and direct the functions of the ANSTO Major capital program, including effective management of staff, budget, and resources; and the development and implementation of strategies to improve work practices, systems, and processes to ensure the delivery of high-quality outcomes.
- Provide expert leadership to develop, continually review and maintain a holistic and effective strategy for the execution of Major Capital programs across ANSTO, aligned with ANSTO 5-year capital and decommissioning plan.
- Prioritise and allocate capital and decommissioning expenditure of the Portfolio in accordance with financial delegation.
- Oversee the governance and execution of programs and are on-time, within approved budget, and appropriately implemented in accordance with ANSTO's quality, safety, environmental and regulatory requirements.
- Manage and develop a team of Project and Program Managers to deliver a variety of high-profile, complex projects and programs.
- Lead and manage the Major Capital (\$640M) Program.
- Provide expert, independent and evidence-based advice, and recommendations to the ANSTO executive, Board and Government on the management and strategic prioritisation of Major Capital programs and projects.
- Monitor, analyse and report on the execution of Major Capital projects.
- Ensure the Major Capital portfolio projects are communicated, understood, and aligned to priorities throughout the organisation
- Support clients in the development, execution, and resolution of complex sustainability, legal, procurement, financial and contracting activities.
- Provide assurance to the Executive, Board and Government that projects are executed in accordance with the organisation's project management methodology.
- Lead and develop the implementation of governance procedures and processes from the Capital Program Management Office into the strategic planning and operations.
- Provide technically sound program / project management advice and support with the aims of satisfying the stakeholder requirements and all associated safety, quality assurance, commercial, technical, and regulatory requirements.
- Build and improve the capability of ANSTO Major Capital project managers.
- Provide timely and accurate portfolio reporting and strategic portfolio advice to internal and external stakeholders.
- 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 Chief Engineer, COO, CFO and CEO.
- Act as liaison between the divisions to ensure that where Major Capital Programs staff are required/used the delivery of the project.
- Deliver to the IBP Demand and Supply meetings the relevant information to inform decisions about the needs for, and supply of, resources to allow for the completion of Major Capital Programs scope, time, and budget.
- 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 with considerable independence in determining how to achieve objectives, including deciding on methods and approaches, business and project planning, and allocation of resources.
- The ANSTO values and organisation Corporate Plan, Business Plan, Excellence programs, Capital Committee Charter provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided to the Group Executive ANSTO Maintenance and Engineering 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.
- Key work priorities within the context of agreed work plans and will consult with the Chief Executive Officer, Chief Operating Officer and Chief Financial Officer on the more complex, sensitive, and political issues that have a significant impact on the organisation’s program/project management methodology, delivery and funding.
- 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

- Develop and implement a holistic strategic plan for Major Capital Programs that aligns with ANSTO’s 5yr capital and decommissioning plans and supports the successful delivery of major, complex, multi-disciplinary ANSTO projects in full compliance with evolving customer, stakeholder, and regulatory requirements.
- Oversee the execution of high-profile programs and projects meeting challenging timeframes, budgets, and requirements with constrained resources.
- Improve the performance and efficiency of the overall Major Capital Program.
- Resource demand and planning across multiple programs drawing from a limited resources pool for skills set that is in high demand.
- Prioritisation and delivery of Major Capital and decommission programs of that have dependency on shutdowns or other projects/programs.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for business plans and goals and change management initiatives • Recommend and gain endorsement for plans and goals and other initiatives
Capital Committee	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to executive decision-making processes, strategic planning, and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Finance	<ul style="list-style-type: none"> • Collaborate and support

	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence-based advice
CPMO	<ul style="list-style-type: none"> • Collaborate and support • Provide expert, authoritative and evidence-based advice • Integration of project, program, and portfolio level governance
Committees and Working Groups	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to executive decision-making processes, strategic 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
Project/Program Managers	<ul style="list-style-type: none"> • Provide guidance, support, leadership, and direction • Provide expert, authoritative and evidence-based advice • Negotiate and report on budgets and resources • Develop a Community of Practice.
External	
Regulators	<ul style="list-style-type: none"> • Assure regulators site infrastructure risks and services delivery are being managed in accordance with prevailing regulations and ANSTO Policies and procedures.
Key Stakeholders - local government, external suppliers, construction industry regulators and Standards regulators	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships • Represent and advocate the ANSTO position • Undertake contract negotiations

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Group Executive Major Capital Programs & Chief Engineer
Direct Reports	Manager Planning Resource Analytic Reporting Program scheduler Risk Manager Program Finance Support Officer Business Support
Indirect Reports	Project Directors; Project Managers; Program Managers; Engineers; project team members and subject matter experts.

Financial Data (2023/2024)

Revenue / Grants	\$640M
Operating Budget	\$3M
Staffing Budget	10
Capital Budget	\$83M
Assets	\$723M

Special / Physical Requirements

Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
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Travel:	<p>May be required travel to ANSTO sites from time to time</p> <p>Frequent travel to ANSTO sites within Australia</p> <p>Frequent travel both internationally and nationally</p> <p>Field work in remote locations</p>
Physical:	<p>Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)</p> <p>Labour intensive physical requirements (sitting, standing, frequent manual handling)</p> <p>Standing for long periods</p> <p>Frequent movements (climbing, stooping, kneeling, crouching, crawling)</p> <p>Working in a loud environment</p> <p>Public speaking</p> <p>Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators)</p> <p>Wearing personal protective equipment for the handling of hazardous and/or radioactive materials</p> <p>Working in confined space environment including wearing respiratory equipment</p>
Radiation areas:	<p>May be required to work in radiation areas under tightly regulated conditions</p> <p>Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions</p> <p>Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions</p>
Hours:	<p>Willingness to work extended and varied hours based on operational requirements</p> <p>Shift work</p> <p>After hours work will be required on a regular basis</p> <p>After hours work may be required for short and infrequent periods</p> <p>Required to participate on an on-call roster 24x7x365</p>
Clearance requirements:	<p>Satisfy ANSTO Security and Medical clearance requirements</p> <p>Obtain and maintain appropriate federal government clearance</p>

Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers
	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
	All Workers

ORGANISATIONAL CHART

Refer to published org chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Engineering, Science or related discipline accompanied by relevant experience.
2. Diploma or relevant qualification in Project Management with extensive project management experience in complex environments and a proven track record of project delivery.
3. Demonstrated leadership skills and experience in a multi-disciplinary organisation.
4. Proven ability to deliver exceptional customer service with a strong emphasis on creating value creation.

5. Demonstrated high-level communication and negotiation skills with capability to influence key decision makers including the Board and executive management.
6. Demonstrated Portfolio Manager experience including financial planning, forecasting and reconciliation for project financial health.
7. Expertise in strategic planning encompassing strategic and analytical skills and sound judgment in setting clear directions.
8. Possesses exceptional organisational skills with a proven ability to multitasking conflicting priorities within complex delivery programs.
9. High-level influencing skills including leading change across diverse project teams and stakeholders.
10. Proven experience leading and managing people in a high-performance team including providing functional direction.
11. Exceptional stakeholder engagement and communications skills across diverse stakeholder groups.
12. High level of interpersonal and communication skills fostering collaborations and improving work practices.

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 is the direct manager of the position. Delegated authority is the most appropriate senior manager within the Business Area (General Manager or Head, in the absence of these roles within the structure, it must escalate to the Group Executive).

Line Manager		Delegated Authority	
Name:	Con Lyras	Name:	Con Lyras
Title:	Group Executive Major Capital Programs & Chief Engineer	Title:	Group Executive Major Capital Programs & Chief Engineer
Signature:		Signature:	
Date:		Date:	

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