



## POSITION DESCRIPTION

<b>Position Title:</b>	Program Director
<b>Cluster / Business Unit / Division</b>	Major Capital Programs
<b>Section or Unit:</b>	Intermediate Level Waste Capacity Increase
<b>Job Family:</b>	Project & Program
<b>Classification:</b>	Band 9
<b>Position Description Number:</b>	PD-2411
<b>Work Contract Type:</b>	Professional, Leadership
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective for the Program Director is to function as the strategic lead in the implementation and then management of all aspects of the multidisciplinary team of ANSTO personnel and ANSTO Delivery Partners through the establishment of a collaborative, Integrated Delivery Model and associated Integrated Teams, for the delivery of a new facility for the storage of ANSTO's Intermediate Level Solid Waste (ILSW) and Intermediate Level Liquid Waste (ILLW) to allow continued provision of life-saving radiopharmaceutical product to Australians.

The Intermediate Level Waste Capacity Increase Program will design, construct, commission, and license a stand-alone facility to store ILSW and ILLW. This also includes the transfer of liquid waste from the existing facility into the newly constructed facility.

The position reports to the Group Executive Major Capital Programs and Chief Engineer and is an expert in program management and the delivery of complex programs having multiple and diverse stakeholders from both the Owner, Government, Regulators, and the Nuclear Industry.

### 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.

There are currently 4 main units within Major Capital Programs:

- Nuclear Medicine Manufacturing Facility (NMMF) Program
- SyMo Facility Program
- Intermediate Level Waste Capacity Increase (ILWCI) Program
- Nuclear Security Science Capability (NSSC) Program

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

- Lead and direct the strategic positioning and management of the Intermediate Level Waste Capacity Increase 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 Program deliverables.
- Ensure the Program's asset management planning processes are robust and integrated.
- Enable the prioritisation and allocation of capital expenditure in accordance with authorisation levels for program and project personnel in accordance with the requirements of the ANSTO Delegation Manual (AG-1682)
- Proactively manage financial risk, including oversight of the risk contingency element of the Program's budget in line with approved protocols and financial authorisation levels
- Provide assurance to the Executive that the Program and its projects are executed in accordance with the ANSTO Project Management Lifecycle Methodology
- Build and improve the capability of the Program's project managers.
- Deliver stakeholder focused solutions with the ability to influence, negotiate and liaise with senior staff including developing quality verbal and written reports for presentation to the Board, the CEO and the Capital Committee
- Engage and gain support for the delivery of services to key stakeholders, including to the ANSTO Executive and integrated project teams members
- Provide technically sound program / project management advice and support with the aims of satisfying the client requirements and all associated safety, quality assurance, commercial, technical, and regulatory requirements.
- Keep abreast of developments and trends in the nuclear industry, with the aim of supporting ANSTOs commercial interests and identifying and supporting opportunities as well as proactively adapting the project delivery service to assist ANSTO with evolving business challenges
- Develop and implementation strategies and processes for delivering and facilitating innovation, growth initiatives and improvements; and
- Lead and communicate the continuous review of the Program's approach and practice identifying reforms to ensure effective, efficient and credible Program delivery operations.

### **Decision Making**

- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the team, including deciding on methods and approaches, operations, project planning and allocation of resources and applying these across the Program's organisation
- The position determines key work priorities within the context of agreed work plans and will consult with the Project Sponsor and / or Capital Committee on the more complex, sensitive, and political issues that have a significant impact on the Program's functions
- Key work priorities fall within the context of agreed work plans except where on the more complex, sensitive and political issues the Program Director may need to consult with the Chief Executive Officer where issues may have a significant impact on the organisation's program/project management methodology and delivery; and
- 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**

- Source, develop and retain critical program planning, analysis and administrative skills for the Intermediate Level Waste Capacity Increase Program to meet its strategic objectives now and into the future

- Develop a comprehensive delivery and reporting plan for Program ensuring proactive alignment and traceability with ANSTOs strategic and financial directions
- Recruit, develop, retain and motivate an experienced, diverse, high-quality workforce that earns and maintains the trust and respect of its customers and ANSTOs Executive; and
- Translate ANSTOs ideas, objectives and business needs into prioritised, practical, and functional plans that satisfy key program stakeholders.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide specialist advice</li> <li>• Recommend and gain endorsement for plans, strategy and policies.</li> </ul>
Capital Committee	<ul style="list-style-type: none"> <li>• Capital planning, forecast and target management</li> <li>• Capital Submissions and recommendation to committee as reviewed by the Intermediate Level Waste Capacity Increase Program.</li> </ul>
ANSTO Management Engineering	<ul style="list-style-type: none"> <li>• Effective in a collaborative manner best practice performance</li> <li>• Make recommendations to improve systems and processes</li> <li>• Provide specialist advice and analysis on a broad range of Program and Project matters</li> <li>• Contribute to decision making processes, strategic planning and goal setting</li> </ul>
Asset and Project Management Teams	<ul style="list-style-type: none"> <li>• Provide specialist leadership, guidance, and support</li> <li>• Effective in a collaborative manner best practice asset management</li> <li>• Provide specialist advice and analysis on a broad range of matters relating to asset management.</li> <li>• Contribute to group decision making processes, strategic planning and goal setting</li> </ul>
Finance Team	<ul style="list-style-type: none"> <li>• ANSTO Reports, Capital Committee reporting, Asset disclosure requirements through life support.</li> <li>• Information required for disclosure in the financial statements</li> <li>• Contribution to PBS and capital budgets</li> <li>• Contribution on Capital Portfolio's data contributing to responses to Questions on Notice and tracking reports on Budget Outcomes into the Portfolio Department</li> </ul>
<b>External</b>	
Auditors	<ul style="list-style-type: none"> <li>• As required</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Group Executive Major Capital Programs and Chief Engineer
Direct Reports	Intermediate Level Waste Capacity Increase Program personnel (circa 10)
Indirect Reports	Nil

**Financial Data (2023/2024)**

Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Restricted
Assets	NIL

**Special / Physical Requirements**

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to other 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)
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

**Workplace Health & Safety**

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in Appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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**ORGANISATIONAL CHART**

Refer published Organisation Chart

**KNOWLEDGE, SKILLS AND EXPERIENCE**

The successful candidate will be expected to work closely with business unit project managers, and others involved in the implementation of business improvement processes across ANSTO. The successful candidate should have reasonable skills in the following areas:

- Degree and / or master's level qualifications in a relevant discipline e.g., Engineering, or Business. Minimum Diploma qualifications in Project and or Program Management.
- Demonstrated Leadership skills and extensive experience at a senior management level of a multi-disciplinary organisation of significant size and complexity with a demonstrated capacity to provide customer service and a focus on value up, down and across the organisation
- Strong strategic thinking, commercial and planning skills and experience and the capacity to develop innovative solutions to complex, multi-faceted issues and problems
- Demonstrated high-level communication and negotiation skills, capacity to influence key external / internal decision makers and stakeholders including the Board, executive management and others.
- Proven ability to lead, undertake and promote organisational change initiatives
- Thorough knowledge and understanding of relevant legislative provisions and regulations
- Strong Industry awareness and familiarity with all appropriate local and international requirements.

- Demonstrated ability to manage contracts administration and compliance with complex contract 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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Con Lyras	Name:	Con Lyras
Title:	Group Executive Capital Programs & Chief Engineer	Title:	Group Executive Capital Programs & Chief Engineer
Signature:		Signature:	
Date:		Date:	