



POSITION DESCRIPTION

Position Title:	Strategic Workforce Development Lead
Cluster / Business Unit / Division	Chief Operating Officer Group (COOG)
Section or Unit:	People Performance & Capability (PPC)
Classification:	Band 7
STEMM/NON-STEMM:	NON-STEMM
Job Family:	Human Resources
Position Description Number:	PD-2412
Work Contract Type:	Professional

POSITION PURPOSE

The Strategic Workforce Development Lead is responsible for the implementation of the People, Performance and Capability objectives and initiatives of the Strategic Nuclear Workforce Development Plan (the Plan) to deliver a sustainable workforce for ANSTO and other nuclear related agencies.

The position will drive and support programs, relating to the current and future workforce in collaboration with the Australian Submarine Agency and the other Australian nuclear agencies.

Additionally, the position provides strategic advice, guidance and support to ANSTO business areas to develop, implement and ensure delivery of their objectives and initiatives to the Plan.

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.

People, Performance and Capability (PPC) manage a number of critical services to the organisation and execute strategic and operational initiatives in the achievement of ANSTO's strategic plan, which ensures the safety, security and wellbeing of ANSTO staff, facilities and operations.

The People Operations pillar upholds the professional standards of the organisation by providing leadership to the business on key people-issues; provide advice, support and guidance to managers on the application of the standards, and advocates for employees. This unit contributes to the design and manages the implementation of key projects to continuously improve the organisation's people processes and frameworks.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide expert knowledge and authoritative analysis, advice and support to the GM People, Performance & Capability on the delivery of the strategic People projects linked to the Strategic Nuclear Workforce Development Plan (the Plan) and aligned to the People Strategy FY23-25.
- Drive, develop and implement the projects related to the People objectives and initiatives under the Plan and People Strategy, such as but not limited to attraction and retention strategies, developing the employee value proposition, developing an organisational technical capability framework, partner with suitable STEM programs, establishing sabbatical programs with external organisations and the streamlining of relevant policies and practices to enable workforce mobility.

- Lead various pathways to support the expansion of the early careers’ programs including:
 - working closely with the Australian Submarine Agency and other agencies on secondment opportunities;
 - building relationships with universities on work placements and nuclear curriculum.
- Lead and conduct analysis, research, and apply innovative and creative approaches to develop fit for purpose solutions to achieve the deliverables for all identified projects.
- Drive, develop and implement project plans, including appropriate consultation, change management, internal and external stakeholder engagement and governance of projects delivery.
- Support business areas to ensure the objectives and initiatives under the Plan are successfully delivered, such as, but not limited to the expansion of the education campaigns, alliances with external organisations to collaborate and set up communities of practice and networking forums.
- Develop evaluation tools to measure the success from the implementation of these projects and monitor progress and trends.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence and interdependencies in determining how to achieve objectives of the Plan, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, Organisational Strategy, organisational top 5 priorities and the People Strategy FY23-25 to provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice and support provided to the delivery of these projects 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 and support.
- Determines key work priorities within the context of the agreed project plans and will consult with the Director People, Strategy & Performance and the GM People, Performance & Capability on complex and major issues that have a significant impact on PPC.
- 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

- Influencing and persuading business areas to take ownership of a range of people related initiatives and reforms in an environment of competing demands for resources and tight deadlines.
- Building sound relationships with internal and external stakeholders, including the Australian Submarine Agency, to increase their knowledge, capability and support for modern people related practices.
- Balancing the requirements of each of the People related project plans and delivering joined-up approaches and solutions to meet broader organisational goals and objectives.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Management/Executive	<ul style="list-style-type: none"> • Understand the key challenges of the People related project plans, including the priorities, impact and solutions • Provide expert research and analysis • Provide expertise and evidence-based advice and support

People, Performance & Capability team	<ul style="list-style-type: none"> • Work collaboratively to ensure the delivery and consistent application is executed across all the relevant deliverables • Share data trends and strategies
Internal stakeholders	<ul style="list-style-type: none"> • Work collaboratively to ensure engagement and commitment on the objectives and initiatives identified • Advocate for the consistent application of the relevant objectives and initiatives
External Stakeholders	<ul style="list-style-type: none"> • Work collaboratively to ensure engagement and commitment on the objectives and initiatives identified

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager, People, Performance & Capability
Direct Reports	Nil
Indirect Reports	Workplace Advocates

Special / Physical Requirements	
Location:	Support across the entire ANSTO network. The position is based at ANSTO's Lucas Heights
Travel:	Frequent travel to ANSTO sites within Australia
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
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 national security clearance of NV1 as a minimum

Workplace Health & Safety	
Specific role/s as specified in <u>AP-2362</u> 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

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or Graduate Diploma in Human Resources or related tertiary qualifications or extensive experience across delivering a range of different People related projects.
2. Demonstrated experience in end-to-end project management, including research, analysis, developing recommendations and solutions.
3. Proven experience in managing organisational change and the people impacts of major change programs, including integration across the organisation.
4. Significant record of success in implementing strategic People plans and solutions, improving organisational performance and productivity.
5. Proven ability to maintain strong stakeholder engagement, a high degree of confidentiality and judgement while maintaining a strong customer service approach.
6. Well-developed internal consulting skills with strong business acumen, well developed analytical thinking and problem-solving abilities.

- 7. Strong communication, interpersonal, influencing and negotiation skills with ability to engage across all levels of the organisation and with external stakeholders.
- 8. Excellent planning and organisational skills with a demonstrated ability to work under pressure, manage competing priorities and meet deadlines.
- 9. Strong strategic and creative thinking skills and experience and the proven capacity to develop innovative solutions and novel approaches to delivery complex initiatives.
- 10. Experience in working across a multi-site structure.

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:	Venessa Barrins	Name:	Gavin Kable
Title:	GM People, Performance & Capability	Title:	Director People, Strategy & Performance
Signature:		Signature:	
Date:		Date:	