



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Project Engineer/ Manager
<b>Cluster / Business Unit / Division</b>	ANSTO Maintenance and Engineering (AME)
<b>Section or Unit:</b>	Engineering delivery and special projects
<b>Classification:</b>	Band 7
<b>Job Family</b>	Engineering & Technical
<b>Position Description Number:</b>	PD-0115
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM

### POSITION PURPOSE

The primary objective of the Senior Project Engineer / Manager is to lead and manage large projects to deliver engineering products/solutions to meet customer requirements from concept development to manufacturing, testing and commissioning, ensuring conformance to statutory regulations and procedures.

### 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.

ANSTO Maintenance and Engineering (AME) provides comprehensive project management, professional engineering, technical and safety and reliability services and support for both commercial and research areas of the organisation.

The Senior Project Manager reports to a Portfolio Leader within the Special and External Projects unit of AME. There are several portfolios and this position can move between portfolios as the work need arises. Although the position has no direct reports the role will undertake Project Leadership roles within the portfolio with a strong focus on the supervision and guidance of project team members including engineers and technical staff. Part of the long term strategy is to be recognised as experts in Nuclear Engineering. AME provides design, analysis and project management services for the more complex jobs requiring professional engineering and specialised technical skills in nuclear and mechanical engineering.

The position’s key internal customers, depending on the AME portfolio the position is currently assigned to can include:

- The various areas of the Nuclear Precinct, including, Reactor Operations, Waste Operations, External Radiation Services;
- The various areas of Customer Advocacy and Value Chain (CAVC), including ANSTO Health and ANSTO Nuclear Medicine;
- The various areas of Nuclear Science and Technology and Landmark Infrastructure (NSTLI), including, Environment and Materials divisions, the Australian Centre for Neutron Scattering (ACNS), the Centre for Accelerator Excellence (CAE);
  
- or occasional external customers (domestic and international) to provide unique nuclear services.

### ACCOUNTABILITIES & RESPONSIBILITIES

## Key Accountabilities

The key accountabilities for this position include:

- Deliver project-managed and technically sound engineering services meeting all project and customer requirements, including technical, budgetary, safety, regulatory and quality assurance systems requirements.
- Lead multiple large projects from conception and development of project ideas, undertake scoping and costing, lead multi-disciplinary teams, monitoring and reviewing work, and ensuring work is delivered on time and budget.
- Undertake engineering design analysis, justification of design and safety features and review of engineering work including proposals, concepts, detailed designs, manufacturing, installation and commissioning, operation and maintenance issues.
- Develop international networks to allow for external collaboration and sharing of information.
- Deliver client focused solutions with the ability to influence, negotiate and liaise with senior staff including reporting to Board and CEO. Manage customer relationships and ensure customers are informed of progress of project.
- Utilise judgement and technical experience to undertake technically challenging development and design which require constant learning to keep abreast of technological and statutory changes.
- Coaching and mentoring of staff to develop and train staff including sharing of specialist knowledge. Recognised as a leader within the group.
- Represent ANSTO at international conferences by presenting conference papers, write journal articles and be recognised as an international expert on Nuclear Engineering.
- Undertake risk management, cost and benefits of proposed solutions, seek new solutions, and develop new techniques and methods.
- Undertake additional duties as required and during periods of leave of other staff.
- Fulfil WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.

## 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 his/her work 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.
- 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:

- Seeking innovative solutions to meet customer needs and managing customer expectations and requirements.
- Managing, quality, cost, time and resources for multiple projects and jobs.
- Overseeing the work of others to deliver results to agreed requirements, budget and schedule.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"><li>• Receive guidance and direction</li><li>• Provide expert, authoritative and evidence based advice</li><li>• Staff engagement and quality recruitment</li></ul>

	<ul style="list-style-type: none"> <li>• Negotiate and report on budgets and resources and projects consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Indirect Reports (project team)	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Set performance requirements and manage performance and development (where appropriate)</li> <li>• Leads and Engages to monitor trends, performance and progress for projects and evaluate further support which may be required to ensure project delivery</li> </ul>
Other departments	<ul style="list-style-type: none"> <li>• Develop relationships with clients and staff in all areas of ANSTO to facilitate successful delivery of engineering projects</li> </ul>
<b>External</b>	
Title, group, committee, industry or business	<ul style="list-style-type: none"> <li>• - external suppliers, designers, trades staff</li> <li>• - External customers when engaged in commercial work</li> </ul>
Title, group, committee, industry or business	<ul style="list-style-type: none"> <li>• - regulatory bodies including ARPANSA and the TGA when required.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	<ul style="list-style-type: none"> <li>• Reports to an AME Portfolio Leader</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Indirect Reports	<ul style="list-style-type: none"> <li>• Will be assigned and will vary according to the size and skillset required by the project</li> </ul>
<b>Financial Data (2020/2021)</b>	
Revenue / Grants	<ul style="list-style-type: none"> <li>• Can involve revenue for ANSTO when managing engineering commercial projects</li> </ul>
Operating Budget	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Staffing Budget	<ul style="list-style-type: none"> <li>• Manages human resources costs on projects.</li> </ul>
Capital Budget	<ul style="list-style-type: none"> <li>• As defined by the projects managed. These projects are typically tens of thousands up to millions of dollars.</li> </ul>
Assets	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to different ANSTO sites from time to time May be required to 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) Public speaking
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 AP- 2362 of the ANSTO WHS Management System

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

### ORGANISATIONAL CHART

This role reports to a Portfolio Leader within ANSTO Maintenance & Engineering. There are no direct reports but indirect reports may be allocated based on the project or work.

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Engineering Degree Qualification acceptable to the Institute of Engineers Australia (usually a mechanical engineering degree or a nuclear engineering degree).
2. Significant experience as a Nuclear Mechanical Engineer.
3. Proven problem solving ability in delivering creative and systematic solutions
4. Demonstrated ability to lead large projects and utilise project management methodologies to deliver quality and fit-for-purpose outcomes.
5. Demonstrated leadership skills.
6. Experience in customer management.
7. Technical skills including computing skills and analytical skills.
8. Business Acumen, ability to think strategically, salesmanship and ability to influence and negotiate.

### 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:	Andrew Eltobaji	Name:	Con Lyras
Title:	Acting Portfolio Leader Nuclear Operations	Title:	Chief Engineer
Signature:		Signature:	
Date:		Date:	