



Australian Government



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Architectural Drafting Project Officer
<b>Cluster / Business Unit / Division</b>	Engineering & Capital Programs
<b>Section or Unit:</b>	Engineering Delivery Office
<b>Classification:</b>	Band - 6
<b>Position Description Number:</b>	PD- 1944
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The primary objectives of the Senior Architectural Drafting Project Officer is to provide technical design and drafting leadership for ANSTO wide architectural, commercial and industrial building and associated related projects and to also project manage complex architectural and building projects from conception to completion. This shall include knowledge of structural and civil disciplines to meet customer and project requirements including investigation, concept development, detail design & drafting through to final commissioning and handover.

### 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.

Engineering & Capital Programs (E&CP) provides comprehensive project management, engineering, technical and safety and reliability services and support for the organisation. E&CP is comprised of the Engineering Delivery Office, Engineering Technical Services Group, System Safety and Reliability, Engineering Special & External Projects Group, Systems, Safety and Reliability.

The Engineering Delivery Office is responsible for delivery of all ANSTO engineering jobs and projects. This office is aligned to major customer portfolios as follows:

- Nuclear Science and Technology, Site Development and Enablers
- Nuclear Operations
- Nuclear Business
- Decommissioning

Each Portfolio is led by an Engineering Portfolio Leader and engineering and drafting resources are assigned to these portfolios as workload demands. As work in the portfolios varies engineering and drafting staff are required to move from one portfolio to another.

The Technical Services Group is responsible for the recruitment, development and allocation of suitably qualified and experienced engineering and drafting personnel to meet work demands. The technical Services Unit is also responsible for the development and maintenance of business systems which govern the conduct of engineering work at ANSTO.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

The key accountabilities for this position include:

- Lead architectural design services within the portfolios including design analysis, conducting complex design activities, design drafting, scoping, time and cost estimates.
- Responsible for project managing modifications, refurbishment, installation and commissioning of building works and preparation of quality procedures and instructions;
- Project management of complex projects from conception and development of project ideas, undertake scoping and team supervision, scheduling, costing, monitoring and reviewing work to ensure on time and budget delivery of projects that meet customer requirements. Report on status of capital projects through the PPM module in SAP.
- Assess and provide constructive feedback on performance, give advice and guidance to develop the skills, knowledge and experience of internal and external resources and contractors in consultation with the Portfolio Leader and consistent with project priorities. Provide expert architectural advice during review of technical specifications, tender proposals and responses. Take part in tender evaluation and presentation of proposals as required;
- Managing or liaising with key stakeholders such as external consultants or organisations. Review submissions in consultation with internal customers, presentation of findings and contribute to group decision making processes.
- Take an informed role in the formulation of new architectural designs by significantly contributing to concept development. Develop and/or update moderately complex designs, calculations and documentation;
- Liaise with customers to further investigate and conceptualise their work requirements utilising specific expertise to assess the viability of proposed approaches to ensure that designs meet requirements and provide the most effective solutions to the customer. Maintain ongoing communication and consultation with clients to establish their needs and keep them informed of progress and manage risks to ensure positive outcomes.
- Produce work in line with applicable ISO Standards, and the E&CP Business Management system so output meets, and is consistent with, regulatory and quality standard requirements including the ANSTO Building Code and the Building code of Australia
- Supply architectural advice and services to support the ANSTO Property Manager and the ANSTO Infrastructure Planning Manager to oversee the ANSTO Master plan. Work closely with Facilities Management during modifications to buildings and site services installations.
- Utilise good communication skills in delivering product solutions to customers and adapt to a demanding scientific environment.
- Deliver project-managed and technically sound architectural services meeting all project and customer requirements, including technical, budgetary, safety, regulatory and quality assurance systems requirements.
- Develop a high level of Computer Aided Design (CAD) expertise and Architectural knowledge.

### **Decision Making**

- Participate as a senior drafting member of the drafting discipline by sharing specialist architectural knowledge and ideas to train, mentor, assist and aid in the development of other drafting staff.
- Undertake the role of Lead Drafting Officer as required during periods of leave or other absence.
- Support the asset management & services group by providing up-to-date infrastructure information.
- 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).

- Being pro-active, analytical and tactical in decision-making, whilst working within guidelines, and consulting management principles. Plan, prioritise, schedule and delegate duties for team members, as appropriate.

### Key Challenges

The major challenges for this position include:

- Determining multiple customer requirements at any given time.
- Balance project specific responsibilities with divisional architectural oversight responsibilities.
- Management of and delivery on different project priorities supplying guidance and support to less experienced team members
- Ensure deliverables are in line with customer requirements while meeting time and cost estimations.
- Ensure that all documentation complies with the E&CP, ANM and ABMS procedures. All completed documentation shall be correctly archived before being released and shall be subject regular audit reviews.
- Knowledge of current standards, quality and statutory approval requirements and the application of these on assigned projects.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Provide expert, authoritative and evidence based advice</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis</li> <li>• Contribute to group decision making processes, planning and goals</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• NA</li> </ul>
Other departments (internal and external)	<ul style="list-style-type: none"> <li>• Liaise with stakeholders</li> </ul>
<b>External</b>	
External consultants	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis</li> <li>• Liaise with stakeholders</li> </ul>

### POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Portfolio Manager
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2015/2016)
Revenue / Grants
Operating Budget
Staffing Budget
Capital Budget
Assets

<b>Special / Physical Requirements</b>	
Location:	Working in different areas of designated site/campus as needed
Travel:	May be required travel to 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) Some site based work as per project requirements
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	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

<b>Workplace Health &amp; Safety</b>	
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

## ORGANISATIONAL CHART

Available on the ANSTO intranet

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Architectural Degree or higher qualifications
2. Extensive and demonstrated experience in Architectural design drafting (ideally including building and site services, building layouts and surveying).
3. Extensive experience using computers and common drafting software packages such as AutoCAD and Revit formats;
4. In-depth knowledge and application of relevant standards and statutory requirements;
5. Proven ability to effectively liaise with customers and establish and maintain collaborative and supportive relationships with internal and external customers;
6. Demonstrated ability to supervise, guide and support less experienced Drafting Officers or agency staff and pro-actively develop and share knowledge, information and insight with team members;
7. Project management skills with proven ability and experience in technical leadership and project management within sizeable projects. (Achieving prescribed budget, timeframe and customer requirements). Demonstrated ability to interpret key stakeholder requirements into technical specifications and confirm the viability of solutions proposed.
8. Pro-active in keeping up-to-date with current technology and be aware of its potential impact on the work of the group;
9. Demonstrated ability to promote an environment of continuous improvement.
10. The ability to work autonomously

## 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:	Alamin Hossain	Name:	Con Lyras
Title:	Portfolio Leader	Title:	Group Executive, Engineering and Capital Programs and Chief Engineer
Signature:	Alamin Hossain	Signature:	
Date:	15/8/2018	Date:	