



POSITION DESCRIPTION

Position Title:	Design Drafting Manager
Cluster / Business Unit / Division	ANSTO Maintenance & Engineering
Section or Unit:	Engineering Delivery & Special Projects
Classification:	Band 8
Job Family	Engineering and Technical
Position Description Number:	PD-2417
Work Contract Type:	Manager
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary objective of the Design Drafting Manager is to be the functional leader for the mechanical, electrical, Instrument & Control (I & C) and architectural Design Drafting disciplines at ANSTO. In addition to plan, manage and deliver technically sound engineering services, meeting project and customer requirements, including technical, budgetary, safety, regulatory and quality assurance systems requirements. It includes the provision of a high standard of services for the delivery of a number of related ANSTO projects, design office asset management plan and/or large and complex multi-disciplinary projects. This position is responsible for ensuring that the Design Drafting requirements of the organisation are met in accordance with ANSTO's strategic direction and governing policies and procedures.

This position is the custodian of ANSTO strategic direction, governing policies and procedures for Design and Drafting disciplines and it is also responsible for ensuring that appropriate Design infrastructure for creation, management and storage of Engineering Design and Drawings.

It is responsible for leading and developing a team of Engineering Design drafting personnel with differing experience in mechanical, electrical, I & C and architectural design and drafting disciplines. There are 40 full time staff & contractors being coached and mentored by this position. This position is responsible for development and retention of staff.

The position's key internal customers include project clients, other design drafting staff and staff within the ANSTO Maintenance & Engineering (AME) customer focused portfolios including Portfolio Managers, Project Managers, Project Engineers to seek ideas and information to undertake work and provide design solutions. External customers include suppliers and service providers to determine the suitability and availability of equipment, consumables and software.

The AME division employs over 250 staff members (and many contractors) providing project governance, project management, design, engineering, technical support, safety and reliability services, site maintenance, calibration, manufacturing, quality control, and landlord support for the organisation. The key sections within the division include:

- Engineering delivery and special projects
- Systems Safety & Reliability (SSR)
- Technical Services
- Calibration
- Support Workshop
- Manipulator Workshop
- Quality control
- Facility management
- Landlord
- Safety Reliability and Assurance (SRA)

Reporting to the General Manager of Engineering Delivery & Special Projects (ED&SP), you will be experienced in Engineering Design and drafting principles, project delivery, substantial knowledge of ANSTO's critical plant and equipment, nuclear component manufacture and maintenance etc. in a highly regulated environment. This position is indirectly accountable for the drafting standard/rules/practices/outputs for the AME division which delivers approximately 70M of tune projects annually.

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.

The ANSTO Maintenance & Engineering (AME) division provides comprehensive project management, engineering, technical, safety and reliability services and support for the organisation. AME is comprised of the following sub-business units: Engineering Delivery & Special Projects, Engineering Technical Services Group, and AMSG.

The Engineering Delivery and Special Projects Group as a sub-business unit, is dedicated to delivering ANSTO's major capital projects and Engineering outcomes. This Office is aligned with the major customer portfolios, including:

- Nuclear Science and Technology, Site Development and Enablers
- Nuclear Operations
- Nuclear Health & Medicine
- Decommissioning

This position holder is an expert in planning, stakeholder management and delivery of Engineering services. The position has a number of direct and indirect reports and provides leadership, supervision and guidance to a number of project teams which will include Engineers, Technical staff, Construction Supervisors, Consultants and Contractors.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

1. Lead and manage design drafting for engineering projects, ensuring technical requirements, schedules, and quality commitments are met.
2. Develop and maintain an effective strategy for design and drafting of engineering projects at ANSTO.
3. Develop detailed plans and budgets for engineering projects aligned with business strategy and ANSTO values.
4. Provide expert advice and maintain a responsive business relationship with clients, communicating delivery status.
5. Collaborate with other portfolio teams to drive appropriate cross-functional and client deliverables.
6. Prescribe design standards, manage training, and mentor and the design drafting team.
7. Monitor project budgets and control costs, validating expenses through reporting and analytics.
8. Utilise technical experience for challenging development and design; promote and monitor a strong safety culture within the team.
9. Compile proposals, progress reports, and contribute to divisional management through representation and initiatives.
10. Enforce ANSTO strategic direction and policies; manage employee performance and development; negotiate best practices across ANSTO.
11. Act as the recognised technical lead, stay updated with technical advances, and ensure engineering design platforms are updated and maintained.

12. Develop a strategic plan for engineering design drafting resources, monitor resource requirements, and oversee drawing storage in compliance with procedures.
13. Undertake additional duties as required and during period of leave of other staff.

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 unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the AME strategy & operational objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to manage AME projects, and is required to deliver decisions that 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.
- Determine key work priorities within the context of agreed work plans and will consult with the General Manager, Engineering Delivery & Special Projects on complex, sensitive and major issues that have a significant impact on the department.
- 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).
- This position is a key role within the AME division and ANSTO, managing the standards for engineering design drafting as well as the resources for delivering drafting activities.
- This position also has the delegated authority from the Chief Engineer to ensure/enforce compliance to ANSTO’s drafting policies and procedures for engineering drawings / drafting works undertaken by AME and other divisions.

Key Challenges

- Manage multidisciplinary team consisting of engineers, design drafting officers, technical staff, and contractors.
- Establish and effectively manage client relationships.
- Seeking innovative solutions to meet customer needs.
- Managing design drafting for a large program of work from large multi-million-dollar projects down to small equipment modifications across numerous disciplines of engineering.
- Provide quality customer service and manage customer expectations where there is a high workload and limited resources.
- Ensure compliance to a variety of both internal and external policy, guideline and regulatory requirements.
- Maintain uniform standard of creation and storage of engineering design drawings across staff working in various geographical locations across ANSTO.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals

	<ul style="list-style-type: none"> • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, 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
Other departments (name)	<ul style="list-style-type: none"> • Finance • WHS • Quality Department • Communications & Government
	<ul style="list-style-type: none"> • Provide expert judgment and advice and analysis on a full range of engineering drawing technical and compliance matters
External	
Regulatory	<ul style="list-style-type: none"> • Regulators
Government	<ul style="list-style-type: none"> • Government representatives
Engineering Consultancy	<ul style="list-style-type: none"> • Build rapport

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager Engineering Delivery & Special Projects Group
Direct Reports	6
Indirect Reports	35 Engineering staff

Financial Data (2015/2016)

Revenue / Grants	
Operating Budget	upto \$500,000 p/a
Staffing Budget	
Capital Budget	
Assets	

Special / Physical Requirements

Location:	Main location of work Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Some travel to ANSTO sites within Australia Some travel both internationally and nationally Some field work in remote locations

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Labour intensive physical requirements (sitting, standing, frequent manual handling) Frequent movements (climbing, stooping, kneeling, crouching, crawling) Working in a loud environment Public speaking Industrial facility physical requirements (work within an industrial environments) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
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- All Workers 2362 of the ANSTO WHS Officer (definitions found in appendix A of AP-2362) Management System

Managers
Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

As per published org chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Significant experience in engineering with an engineering qualification recognised by the Institute of Engineers Australia
- Demonstrated expertise in scoping costing, designing and implementing engineering solutions within highly regulated environment.
- Proven ability to creatively and systematically solve problems delivering pragmatic solutions.
- Demonstrated ability to deliver services for large projects adhering to project management methodologies to ensure deliver on time, within budget and fit for purpose outcomes.
- Demonstrated leadership capabilities including staff management, coaching and mentoring.
- Experience in effectively managing customer relationships.
- Possess technical, computing and analytical skills.
- Strong business acumen with the ability to think strategically, negotiate effectively and influence outcomes.
- Personal qualities that add value to a team operating in a high-level client service / safety & quality environment.
- Substantial knowledge (over 10 years) in design drafting.

- Proven ability to manage the delivery of design drafting services.
- Skilled in effective communication across diverse audiences promoting a culture of continuous improvement.

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:	Con Dedousis	Name:	Dave Filipetto
Title:	A/General Manager ED&SP	Title:	A/Group Executive
Signature:		Signature:	
Date:		Date:	