



POSITION DESCRIPTION

Position Title:	Executive Officer – Nuclear Precinct
Cluster / Business Unit / Division	Nuclear Precinct
Section or Unit:	Business Support
Classification:	Band 6
Position Description Number:	PD-2108
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Executive Officer provides a range of high level support to the Group Executive Nuclear Precinct. This includes operational strategic and tactical advice, operational reporting and project support, planning and implementing strategies to support the achievement of the organisation's strategic and operational objectives. The position serves as a focal point for matters that require the direct intervention of the Group Executive.

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.

The Nuclear Precinct brings together the key areas of Reactor Operations and Waste Management, the operations of Health, ANSTO Nuclear Medicine (ANM) and commercial businesses Minerals & Radiation Services and Nuclear Waste Solutions

Reactor Operations provides nuclear services to ANSTO to support the strategic objectives of the organisation. This includes the provision of neutron beams for research institutes and irradiation services to Health and ANM for the purpose of the manufacture and sales of radiopharmaceutical and radiochemical products and Nuclear Maintenance/Nuclear Engineering Services to the Nuclear Precinct facilities.

ANSTO Nuclear Medicine is engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is based upon the GMP Code of Manufacturing, where Quality Control (QC) and just-in-time principles is essential, and external regulatory requirements such as ISO 9001, ARPANSA and TGA. ANSTO Nuclear Medicine has a dominant market share position in Australia and is expanding into the global market. Over 500,000 Australian patients benefit from ANSTO Nuclear Medicine radiopharmaceuticals annually.

Waste Management is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO's strategic objectives, regulatory requirements and public expectations. Nuclear liabilities include HIFAR decommissioning and radioactive waste disposal.

The Minerals and Radiation Services and Nuclear Waste Solutions businesses provides practical solutions and innovative technology in ways that deliver financial and environmental benefits to the mining and minerals processing industries and nuclear waste generators.

The Group Executive, Nuclear Precinct is a member of ANSTO Executive Team, reporting directly to the CEO, and provides expert advice and strategic direction to ensure the safe, compliant and sustainable

operation of the Nuclear Precinct facilities. The position also oversees ANSTO's involvement in the National Radioactive Waste Management Facility. The Group Executive Nuclear Precinct leads the development and execution of excellence in safety, security and reliability of nuclear operations and medicine production, waste management and engineering practice, through championing a culture of safety ownership and innovation

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Research and prepare strategic advice, information and reports on diverse and complex matters to ensure the Group Executive Nuclear Precinct is appropriately briefed and advised in a timely manner;
- Monitor and report on strategic, operational, management and project plans to inform decision making and support achievement of Nuclear Precinct key performance indicators and objectives;
- Ensure the Group Executive Nuclear Precinct is properly briefed and advised on urgent and emerging corporate and management issues. Provide issues management and support through identification, potential investigation, and response to ensure effective resolution with minimise risk;
- Prepare, manage and review high level communications including briefings, reports, submissions and other documents with internal and external stakeholders, including board papers, to ensure the comprehensiveness, accuracy and timeliness of information.
- Manage and implement a range of special projects on behalf of the Group Executive Nuclear Precinct to ensure the achievement of project outcomes while fostering high levels of collaboration amongst the project participants and supporting the management and impact of changes and improvements;
- Establish and maintain effective governance arrangement for ANSTO Executive meetings and other meetings. In the absence of the Group Executive Nuclear Precinct, arrange for appropriate secretariat and meeting support to facilitate effective meeting operation;
- Actively promoting and contributing to the development of a flexible high performance culture. Be a visible change agent, recommend continuous improvement initiatives and support the Group Executive Nuclear Precinct in embedding the operational model during periods of significant cultural and organisational change;
- Undertake additional duties as required.

Decision Making

- The position works within the broadly defined outcomes of the Nuclear Precinct and within a framework of legislation, policies, professional standards and resource parameters.
- The ANSTO values, organisational corporate plan, Nuclear Precinct strategy and business plans, operational excellence program provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Group Executive Nuclear Precinct, 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.
- Determine key work priorities within the context of agreed work plans and will consult with the Group Executive Nuclear Precinct on complex, sensitive and political issues that have a significant impact on the organisations functions.
- 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

- Identifying, analysing and communicating pertinent and complex contextual issues, competing interests and priorities to ensure that the Group Executive Precinct is fully informed;

- Anticipating and addressing contentious issues and providing accurate advice on complex issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources, whilst maintaining confidentiality and exercising diplomacy;

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive Nuclear Precinct	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Manage priorities, needs and expectations • Identify and/or escalate priorities and determine appropriate decision making protocols
Nuclear Precinct Senior Leadership Team	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships and communication channels to facilitate the follow of information • Provide expert advice and analysis on a full range of matters • Collaborate on common responses to emerging and/or developing issues • Develop co-operation and support required to liaise on behalf of the Group Executive Nuclear Precinct to facilitate interventions, and to negotiate and influence in pursuit of specific objectives and outcome timeframes
Administration staff within Office of Group Executive	<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
ANSTO Executives & internal key stakeholders	<ul style="list-style-type: none"> • Establish & maintain collaborative relationships to facilitate a consistent and timely management response to organisational challenges across ANSTO • Liaise across ANSTO on a range of issues on behalf of the Group Executive Nuclear Precinct, ensuring an open and proactive flow of communication & management information
Office of the CEO, ANSTO Company Secretary	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships • Share ideas, learning and facilitate information transfer • Co-ordinate preparation of board papers on behalf of Nuclear Precinct • Collaborate on common responses to emerging and/or developing issues
External	
Stakeholders	<ul style="list-style-type: none"> • Facilitate communication and interaction with external stakeholders including international science agencies, , government, industry and research partners.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Group Executive Nuclear Precinct
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights 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)
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
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance if required

Workplace Health & Safety

Specific role/s as specified in <u>AP- All Workers 2362</u> of the ANSTO WHS Management System	Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties Group Executive / General Manager 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 to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher qualification in science, management, other relevant discipline or equivalent experience;
2. Demonstrated ability to exercise sound judgement, particularly in matters of high sensitivity, strict confidentiality and/or potential controversy;
3. Highly developed organisational skills and the capacity to effectively manage a large volume of work in a high pressure environment with an outstanding degree of accuracy;
4. Superior written and verbal communication, interpersonal, consultation and negotiation skills;
5. Experience providing high level strategic and tactical advice, operational and project support or equivalent experience.
6. Experience in translating technical and complex information concisely for diverse audiences
7. Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions in an innovative and resourceful manner;
8. Demonstrated ability developing and maintaining effective networks, alliances and operational relationship with internal and external stakeholders;
9. Experience (or capability) dealing with international and domestic governments and international and national bodies and agencies.
10. Demonstrated ability to maintain high levels of discretion and confidentiality.

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:	Pamela Ameglio	Name:	Pamela Ameglio
Title:	Group Executive, Nuclear Precinct	Title:	Group Executive – Nuclear Precinct
Signature:		Signature:	
Date:		Date:	