



POSITION DESCRIPTION

Position Title:	Emergency Preparedness Officer
Cluster / Business Unit / Division	Chief Executive Officer / High Reliability
Section or Unit:	Radiation Protection Services
Classification:	Band 6
Position Description Number:	PD 2170
Work Contract Type:	Professional

POSITION PURPOSE

The Emergency Preparedness Officer is responsible for implementing different activities to support ANSTO and client's preparedness to respond to nuclear or radiological safety and security related incidents and emergencies. In particular, they are expected to organize and implement training and other capacity building activities in emergency preparedness and response, implement relevant peer reviews and advisory activities, and provide technical advice for the design, implementation and follow up of projects in emergency preparedness and response at ANSTO, local, national and regional levels. They advise on the development and maintenance of standards, various technical guidance and tools related to emergency preparedness and response.

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 High Reliability team provides a wide range of safety and environmental services for the organisation, as well as a range of external services. The key internal areas of expertise are radiation protection, dosimetry, conventional Work Health and Safety, Emergency Operations, related assurance functions and regulatory relationships. In addition, the division provides specialised services related to radiation protection and emergency response and preparedness on a commercial basis or in the National interest.

High Reliability serves as ANSTO's focal point for preparedness and response to nuclear and radiological incidents and emergencies regardless of their cause, and for strengthening ANSTO client's preparedness for response.

The Emergency Preparedness Officer works closely with the Radiological Emergency Manager and the Emergency Operations Manager within the High Reliability group. They will have working relationships with the broader Emergency Operations team, Radiation Services, Regulatory Affairs, Occupational Health, WHS, Nuclear Stewardship, Asset Management, executives, committees, agencies and stakeholders to protect, prevent, prepare, mitigate, respond to and recover from all emergencies. In addition, the Emergency Preparedness Officer is a part of local, national, and international response networks that contribute to EPR, including the IAEA.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Develop safety standards, technical guidelines and tools on emergency preparedness and response to provide adequate reference to ANSTO for development, and continuous improvement of robust arrangements for preparedness for and response to safety and security related incidents and emergencies, in particular nuclear and radiological.
- Support ANSTO business units in maintaining and testing their local emergency response arrangements including assisting and coordinating emergency exercises and supporting improvement initiatives.
- Provide technical inputs and background information required for the organisation of training courses, workshops, and exercises, such as training materials and exercise scenarios.
- Contribute towards ensuring ANSTO's emergency response teams are suitably trained and competent to carry out their roles at ANSTO, national and international emergency response through the development of training drills and refresher exercises to maintain and build on knowledge and experience.
- Maintain ANSTO's EPR and Nuclear Powered Warship (NPW) Response kits in a state of readiness for immediate deployment.
- Contribute towards the review and update of Emergency Operations business management documents, including nuclear and radiological.
- Contribute to, maintain, and review relevant international programs such as the IAEA Response and Assistance Network (RANET), and Regional Cooperation Agreement (RCA) projects.
- Support the Emergency operations with relationships, negotiate with clients and adapt communication styles to suit levels of technical understanding to reach agreement on desired outcomes.
- Prepare written reports of a technical nature making recommendations to Emergency Operations and Radiological Emergency teams and management.

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.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the WHS Strategy, the Radiation Protection strategy, RPS strategic operational objectives, and WHS and RPS Business Management Systems provide the context for the position.
- The position is accountable for the accuracy, integrity and quality of the content of advice provided to clients, 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.
- Determines key work priorities within the context of agreed work plans and will consult with the Emergency Operations team and stakeholders on complex, sensitive and major issues that have a significant impact on ANSTO or other stakeholders.
- 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

- Availability of and competition for experienced staff requires careful management to progress emergency response training and development.
- The balance between competing priorities of ANSTO's EPR related capabilities and to support national and regional activities.
- Keeping abreast of recent developments in field, ensuring continual improvement and implementation of best practice
- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines

KEY RELATIONSHIPS

All ANSTO areas that utilise radiation and/or radioactive or nuclear material. The Emergency Preparedness Officer works closely with various Subject Matter Experts, including Emergency Management, Radiation Services, Regulatory Affairs, Occupational Health, WHS, Nuclear Stewardship, Asset Management, and others.

External stakeholders include the Australian Defence Force, Crisis Coordination Centre (Home Affairs), State and other Australian emergency response organisations, the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), regional Government partners and the International Atomic Energy Agency (IAEA).

Who	Purpose
Internal	
Radiological Emergency Manager	<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 • Recommend and gain endorsement for plans and goals and other initiatives
Emergency Operations Manager	<ul style="list-style-type: none"> • Provide support in emergency preparedness and response • Provide expert, authoritative and evidence-based advice for radiological and nuclear emergency preparedness plans • Collaborate and share accountability and resources • Contribute to group decision making processes, planning and goals
RPS team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on all radiation protection matters and staff issues. • Encourage and contribute to group decision making processes, planning and goals • Collaborate and share accountability and resources, • Negotiate and resolve conflicts
High Reliability team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on all work health and safety matters and staff issues. • Encourage and contribute to group decision making processes, planning and goals • Collaborate and share accountability and resources, • Negotiate and resolve conflicts
ANSTO Radiation Services	<ul style="list-style-type: none"> • Work closely to support commercial agreements with external stakeholders • Provide expert advice and analysis on all radiation protection matters pertaining to emergency preparedness and response
NSTLI / Nuclear Stewardship / Environmental Monitoring	<ul style="list-style-type: none"> • Liaise with radioanalytical laboratories participating in the IAEA ALMERA network to ensure method development aligns with ANSTO's emergency response needs • Provide client feedback to the development of the ERAIMS plume dispersion model capability
ANSTO undertakings	<ul style="list-style-type: none"> • Supporting operational implementation of ANSTO's response roles during nuclear or radiological incidents and emergencies • Assist in Developing, maintaining, and enhancing their emergency arrangements.
ANSTO Communications	<ul style="list-style-type: none"> • Assisting ANSTO Communications develop guidance and advice for ANSTO and others on public communications in nuclear and

	radiological incidents and emergencies and implementing RN EPR outreach activities.
External	
Senior Commonwealth and State/Territory personnel	<ul style="list-style-type: none"> To coordinate and cooperate in the radiological and nuclear emergency preparedness and response requirements in line with state, national and international plans, and guidance.
ARPANSA	<ul style="list-style-type: none"> Reporting and advice subject to approval by REM or EOM
IAEA	<ul style="list-style-type: none"> Assist to coordinate and cooperate in the radiological and nuclear emergency preparedness and response requirements in line with national and international plans and guidance.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Radiological Emergency Manager
Direct Reports	Nil
Indirect Reports	<p>The Emergency Preparedness officer supports the Radiological Emergency Manager and the Emergency Operations Manager to coordinate ANSTO employees that make up the various emergency response teams and working groups within the Emergencies Framework.</p> <p>Working Groups and initiatives include RNEPRWG, NPWWG, BRWG and the GSR Part 7 Implementation Corporate Initiative.</p>

Special / Physical Requirements	
Location:	<p>Lucas Heights / Camperdown / Clayton</p> <p>Working in different areas of designated site/campus as needed</p>
Travel:	<p>Will be required travel to ANSTO campuses from time to time</p> <p>Occasional travel to ANSTO sites within Australia</p> <p>Infrequent travel both internationally and nationally, most frequently for professional development</p> <p>Occasional field work in remote locations</p>
Physical:	<p>Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)</p> <p>Labour intensive physical requirements (sitting, standing, frequent manual handling)</p> <p>Standing for long periods</p> <p>Frequent movements (climbing, stooping, kneeling, crouching, crawling)</p> <p>Working in a loud environment</p> <p>Public speaking, such as safety conversations, toolbox talks, practical training</p> <p>Industrial facility physical requirements (lifting, standing for long periods, operating machinery, and equipment)</p> <p>Wearing personal protective equipment for the handling of hazardous and/or radioactive materials</p> <p>Working in confined space environment including wearing respiratory equipment</p> <p>Working at heights</p>

Special / Physical Requirements	
Radiation areas:	Will 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 Possible shift work following accreditation After hours work may be frequently required based on operational requirements Required to participate on an on-call roster 24x7x365 following accreditation as HPS and for On-Call
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance (Negative Vetting 1)

Workplace Health & Safety	
Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers 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 organisational chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher in Science, Engineering, or a related discipline (essential)
2. Experience in implementing and applying radiation protection practices. (essential)
3. Strong verbal communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences (essential)
4. Understanding of and experience in implementing regulatory and IAEA guidelines and codes (desirable)
5. Experience in emergency management or operations (desirable)
6. Proven project and time management skills (desirable)
7. Strong interpersonal and negotiation skills with the capacity to influence key staff and representatives at ANSTO, government agencies and professional organisations (desirable)

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:	Prashant Maharaj	Name:	Karen Wolfe
Title:	Radiological Emergency Manager	Title:	General Manager, High Reliability
Signature:		Signature:	
Date:	28/07/2021	Date:	28/07/2021