



## POSITION DESCRIPTION

<b>Position Title:</b>	Facility Manager
<b>Cluster / Business Unit / Division</b>	Nuclear Science & Technology
<b>Section or Unit:</b>	Biosciences / Operations
<b>Classification:</b>	Band 5
<b>Job Family:</b>	Science
<b>Position Description Number:</b>	PD-1745
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY</b>	Research & Sciences

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### POSITION PURPOSE

The Facility Manager supports the Research and/or Research Infrastructure outcomes of NST and internal and external users through the management and effective operation of laboratories and staff. The position is responsible for management of facilities, undertaking laboratory activities, and smooth and effective operation of the facilities and laboratories to maximise the user experience.

### 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.

Nuclear Science & Technology (NST) incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge and provides nuclear-based products and services for the benefit of Australia.

The Research Infrastructure portfolio comprises platforms established on scientific infrastructure and capabilities, with a number of the platforms categorised as landmark infrastructure. This includes a range of scientific assets, infrastructure, capability development & delivery for multi-decadal, multi-disciplinary, multi-user platforms for a collaborative user community and for internal research and development endeavours.

Biosciences is a Research Infrastructure platform which includes facilities and capabilities organised into four groups – Radiochemistry, Irradiations, Biology & Preclinical Imaging and Operations team. The platform partners with pharmaceutical, biomedical and medical devices companies to bring new products and methods to market. It collaborates with the NST Human Health research theme to develop greater understanding of disease states, diagnosis and treatment, assists in optimising ANSTO Nuclear Business production methods and develops new and improved methods of deploying landmark infrastructure and nuclear methods for the benefit of partners, collaborators and customers.

The Biosciences Operations team manages and guides the effective and efficient operation of the Biosciences facilities and provides general support and advice to platform stakeholders. It achieves this through sustainable facility Asset Management, optimising the quality of operations, ensuring compliance obligations are met and improving safety standards.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

- Manage a suite of prescribed laboratories, facilities and assets to maximise the user experience and ensure compliance with safety, quality and regulatory requirements.
- Manage the facilities and equipment through an asset management framework.
- Manage the safety, quality and environmental elements of the laboratories ensuring: WHS and safety requirements are followed; laboratory activities meet strict safety and regulatory frameworks; and compliance with relevant standards and documented procedures.
- Line management responsibility for facility support staff including monitoring and evaluating performance, employee development and setting objectives.
- Co-ordinate and review facility and laboratory work practices, methods and procedures to ensure compliance with safety and quality systems and maintain the currency of documentation associated with those systems.
- Facilitate and co-ordinate the use of and access to the laboratories and facilities by staff, users and contractors, ensuring compliance with safety, quality and security systems.
- Promote a strong safety culture including conducting safety audits, risk assessments, liaising with WHS and Radiation Protection advisors, direct involvement with a range of site-wide safety steering committees, and routine dissemination of safety insights in operational meetings.
- Maintain a good knowledge of the relevant statutory, quality and organisational requirements in order to ensure compliance of facility work activities and documented procedures.
- Engage with communities of best-practice to identify and implement opportunities for improvements in facilities and operations.

### **Decision Making**

- The ANSTO values, organisational corporate plan, business plans, and Biosciences objectives provide the context for the position.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position will be provided with the parameters in which to operate the laboratories and facilities. The position has some independence in determining the tasks and activities required to achieve day-to-day operational outcomes.
- Determine key work priorities within the context of agreed work plans, schedules and financial budgets and consult with the line manager on issues that have a significant impact on the laboratory operations.
- 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**

- Building professional networks with other ANSTO laboratory facility managers to share knowledge and experience and build relationships to identify and implement opportunities for improvement in facilities and operations.
- Keeping abreast of recent developments in laboratory management, quality systems and ANSTO safety requirements, leading to continual improvement and the implementation of best practice for operational sustainability.
- Working with scientists, professionals and maintenance staff to identify and rectify potential failure mechanisms in plant, systems, scientific equipment or behaviour that may affect the ability of the facility to meet user needs.
- Achieving agreed objectives for the management of facilities with constrained budgets and resources.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Line Manager	<ul style="list-style-type: none"> <li>• Receive guidance, direction and advice</li> <li>• Receive performance requirements consistent with business plans and objectives</li> <li>• Report on compliance of a facility</li> <li>• Provide advice on budgetary requirements</li> <li>• Recommend and gain approval for purchases of assets to maintain the facility, facility modifications, enhancements and improvements, and process/procedure changes or improvements.</li> <li>• Escalate issues and propose solutions</li> <li>• Provide regular updates on key tasks, issues and priorities</li> </ul>
Work Area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Provide expert advice and analysis on a full range of matters related to managing the facility</li> <li>• Collaborate and share accountability in managing the facility</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide guidance, direction and advice.</li> <li>• Provide performance requirements consistent with business plans and objectives.</li> <li>• Monitor and evaluate performance.</li> <li>• Provide regular updates on key tasks, issues and priorities.</li> <li>• Allocate tasks, set task priorities to ensure smooth and effective operation of laboratory and maximise user experience</li> <li>• Direct to undertake activities and tasks related to compliance with regulations, safety guidelines and procedures.</li> </ul>
Platform staff	<ul style="list-style-type: none"> <li>• Determine work priorities for the facility</li> <li>• Maximise user experience</li> <li>• Support team members and work collaboratively to contribute to achieving platform and/or research theme objectives</li> <li>• Provide expert advice and analysis</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Identify and resolve conflicting demands on resources</li> </ul>
Facility users - Internal	<ul style="list-style-type: none"> <li>• Provide supervision, guidance, advice and support on facility matters</li> <li>• Agree facility performance requirements and manage performance</li> <li>• Monitor trends, performance and progress against the business plans and develop strategies to ensure delivery</li> <li>• Engage with facility users, safety and quality stakeholder teams to ensure compliance with safety and quality systems</li> </ul>
<b>External</b>	
Facility users from universities, industry, national and international research organisations	<ul style="list-style-type: none"> <li>• Co-ordinate laboratory availability and usage</li> <li>• Provide advice and analysis</li> <li>• Maximise the user experience through understanding user requirements and desired outcomes</li> <li>• Ensure safety and regulatory compliance</li> <li>• Provide training and supervision</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>• Purchase laboratory consumables, chemicals and equipment</li> </ul>

## POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Operations Manager, Biosciences.
Direct Reports	1 x Laboratory Coordinator
Indirect Reports	Nil
Financial Data (2022/2023)      NOTE: For which the role is responsible for	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A
Special / Physical Requirements	
Location:	Lucas Heights campus Working in different areas of designated site/campus as needed
Travel:	Operational needs may require temporary assignments at collaborative partner facilities within Australia or training assignments both nationally and internationally.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer). Laboratory facility physical requirements (lifting, standing for long periods, operating machinery and equipment and in some roles manipulators, manual handling). If required by specific role - wearing personal protective equipment for the handling of hazardous and/or radioactive materials.
Radiation areas:	If required by specific role - 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. After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Maybe required to obtain and maintain appropriate federal government clearance.
Workplace Health & Safety	
Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Managers and Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties May be required to undertake one or more of the specified roles within the context and course of their duties: Area Supervisor, Building Warden, Contractor Supervisor, Facility Officer, Building Manager.

## ORGANISATIONAL CHART

Refer to published Organisation Chart.

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant field of science (e.g. chemistry, radiochemistry, biology)
2. Extensive experience managing single or multiple laboratories, instrumentation and associated facilities in a user-based research environment.
3. Significant experience operating within laboratory quality, regulatory and safety requirements (radiation safety, ARPANSA regulations, quality systems).
4. Demonstrated leadership and people management skills/experience with ability to motivate, coach and mentor staff;
5. Sound understanding of and adherence to ANSTO policies and procedures, quality standards and WHS and ARPANSA legislative requirements.
6. Experience and proficiency in operating and maintaining specialised instrumentation and equipment
7. Demonstrated experience in preparation and review of work instructions, laboratory procedures and safety documentation.
8. Ability to develop and maintain productive working relationships with a wide variety of staff, facility users and regulators.
9. Demonstrated ability to communicate effectively, with a genuine desire to facilitate researchers and facility users in meeting their objectives.
10. Effective at managing multiple tasks, high level of organisational skills and ability to prioritise tasks and activities to ensure user deadlines are met.

## 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:	Tien Pham	Name:	John Bennett
Title:	Operations Manager, Biosciences	Title:	Leader, Biosciences
Signature:		Signature:	
Date:		Date:	

## Appendix 1

<b>ANSTO Job Families</b>
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour