



## POSITION DESCRIPTION

<b>Position Title:</b>	Technical Officer
<b>Cluster / Business Unit / Division</b>	Nuclear Science and Technology
<b>Section or Unit:</b>	Nuclear Materials Development and Characterisation
<b>Classification:</b>	Band 4 / Band 5 (Linked)
<b>Job Family:</b>	Research
<b>Position Description Number:</b>	PD-2404
<b>Work Contract Type:</b>	Technical
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Technical

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### POSITION PURPOSE

The primary role of the Technical Officer is to conduct routine analysis to support research activities associated with chemical analysis, synthesis and testing of materials that are required for performance assessment of wasteform materials. This role also contributes to the coordination and management of laboratory infrastructure and equipment ensuring high quality experimental practice.

### 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 and 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 Nuclear Materials Development & Characterisation (NMDC) team conducts materials synthesis, characterisation, modelling, testing, and development for ANSTO and industrial clients. The team are the custodians of some unique facilities at ANSTO that, coupled with expertise, provide an integrated multidisciplinary technical support to Australian SME's across various industry sectors. The NMDC is also Australia's primary source of know-how in the development, characterisation, modelling, and testing of radioactive materials. The NMDC team also collaborates with internal research groups and Australian and international universities.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities Band 4

- Undertake all work according to standard test methods and work instructions and ensure all experimental work is accurately recorded and documented.
- Contribute to the coordination and management of laboratory infrastructure and equipment
- Participate in research by working as part of a team to complete project experiments within assigned time, scope and budget.
- Ensure experimental and measurement protocols are accurately recorded and documented to the appropriate quality standards.

- Work as part of a team to deliver work plans and schedules to meet the requirements of the client (both internal and external).
- Interface with internal stakeholders to provide feedback and guidance on the work packages being undertaken.
- Work effectively on multiple tasks to completion by agreed deadlines.
- Under direction, supervise students and visitors to laboratory facilities to ensure activities undertaken are effective and safe.
- Undertake additional duties as required and during period of leave of other staff.

### **Key Accountabilities – Band 5**

- Responsible for coordinating the facilities' infrastructure and equipment including but not limited to ensuring quality assurance, maintenance, and continual review of practices for improvement.
- Develop work instructions and safety documentation for equipment usage and experimental practice.
- Independently manage multiple tasks, prioritise work and effectively plan experiments so that deadlines are met.
- Supervise students and visitors to laboratory facilities and ensure activities undertaken are effective and safe.
- Contribute to research output by working as part of a team to complete project experiments within time, scope and budget.
- Support the lead investigator to undertake international measurements testing such as proficiency testing.
- Lead experimental and measurement protocols to ensure that data is accurately recorded and documented to the appropriate quality standards.
- Work as part of a team to deliver work plans and schedules to meet the requirements of the client.
- Interface with internal and external stakeholders to provide feedback on the work packages being undertaken.
- Represent ANSTO nationally or internationally, building networks to develop linkages with the nuclear industry.

### **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 operational plans and objectives of the facilities and must always ensure compliance to relevant regulations.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy and NMDC objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided and is required to ensure that prescribed facilities and activities are compliant with regulations.
- Determine key work priorities within the context of agreed work plans and will consult with line manager on complex, sensitive and major issues that have a significant impact on the NMDC.
- 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**

- Undertake work in a manner that supports the team's ability to meet deadlines, by demonstrating a sense of urgency and the ability to prioritise tasks and activities to ensure client deadlines are met.

- Undertake test protocols with radioactive material Perform routine and research, including the synthesis, testing and analysis of materials to relevant standards followed by interpretation/presentation and delivering concise reports.
- Work with stakeholders to achieve outcomes and improve response times and delivery efficiencies.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence- based advice and recommendations</li> <li>• Report on compliance of facility</li> <li>• Provide regular updates on key tasks, issues &amp; priorities</li> <li>• Collaborate on plans and activities for the instrument/s and related matters</li> <li>• Recommend and gain approval for instrument modifications, enhancements and improvements and process/procedure changes or improvements</li> <li>• Escalate issues and propose solutions</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Band 4 - support team members and work collaboratively to contribute to achieving work outcomes</li> <li>• Band 5 - lead the delivery of specific work packages as defined by the project lead</li> <li>• Provide supervision while using facility</li> <li>• Demonstrate facility/laboratory best practice</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share information</li> <li>• Identify, negotiate and resolve priority conflicts</li> </ul>
NST Researchers and Scientists and other ANSTO staff utilising facilities	<ul style="list-style-type: none"> <li>• Facilitate, plan and manage experiments, advise on data processing, analysis and interpretation where required.</li> <li>• Provide expert advice and analysis</li> <li>• Ensure safety and regulatory compliance</li> <li>• Provide training and supervision while using facility</li> </ul>
<b>External</b>	
Facility users from universities, industrial business entities, national and international research organisations industry or business	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis</li> <li>• Provide training and supervision while using facility</li> </ul>
Contractors, suppliers	<ul style="list-style-type: none"> <li>• Build quality and professional working relationships.</li> <li>• Provide expert advise and analysis</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Leader of the NMDC platform or their delegate
Direct Reports	Nil
Indirect Reports	Nil

  

<b>Financial Data (2023/2024)</b>	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

  

<b>Special / Physical Requirements</b>	
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:	Laboratory standing for long periods Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
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 radioactive 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

  

<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

Refer to published Organisational Chart.

## KNOWLEDGE, SKILLS AND EXPERIENCE

<b>Band 4</b>	<b>Band 5</b>
1. Advanced Diploma in relevant field of science (Chemistry, Materials Science, or an equivalent discipline)	Degree in relevant field of science or (Chemistry, Materials Science, or an equivalent discipline) or equivalent relevant experience.
2. Knowledge of analytical techniques for chemical characterisation	Extensive knowledge in analytical techniques for chemical characterisation
3. Experience in undertaking quantitative analysis	Extensive experience in undertaking quantitative chemical analysis
4. Experience with facilities management supporting best practice in safety and quality	Experience with leading management of facilities and demonstrating best practice in safety and quality.
5. Laboratory experience working with standard procedures	Extensive laboratory experience including operating standard test methods and working to appropriate quality standards.
6. Knowledge of statistical analysis in measurement	Extensive experience in methods for analysis including statistical analysis
7. Ability to support work to meet deadlines and reliably follow through with actions	Demonstrated ability to show initiative and to support work to meet deadlines and reliably follow through with actions
8. Ability to develop and maintain productive working relationships across a broad range of internal and external stakeholders	Same as Band 4
9. Personal qualities that add value to a team operating to a high level of client delivery, safety and quality	Same as Band 4
10. Excellent interpersonal and communication skills both written and verbal	Same as Band 4

**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: Gerry Triani	Name: Suzanne Hollins
Title: Interim Leader, NMDC	Title: Head of Research NST
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

**Technical Officer Linked Role (PD-2404)  
Band 4 to Band 5 Transition Checklist**

Name:	
Commencement Date:	
Assessment Date:	

**Note: Full written submission demonstrating and justifying how the employee meets the requirements must also be attached.**

Requirements for transition	Met Criteria
a) Minimum 5 years working as Technical Officer (Band 4) OR b) Minimum 5 years equivalent experience	<input type="checkbox"/> Yes <input type="checkbox"/> No OR <input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated capability to independently manage engineering tasks within projects to successful completion	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Demonstrated ability to independently and responsibly perform Band 4 accountabilities and apply required knowledge, skills and experience for the Band 5 position including:</b>	
Undertake Band 4 accountabilities independently with little or no direct supervision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Independently manage research tasks and projects	<input type="checkbox"/> Yes <input type="checkbox"/> No
Utilise judgement to independently assess priorities of projects and tasks to optimise the workflow	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training and transfer of knowledge to other technical staff and users	<input type="checkbox"/> Yes <input type="checkbox"/> No
Providing feedback and contributing to the process of continual improvement in safety, reliability and efficiency sharing individual knowledge and know-how	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lead and coordinate project tasks as part of a larger program to achieve outcomes	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Manager Recommendation:**

I have reviewed the employee's competence in accordance with Linked Role PD-2404 and certify that the employee meets all requirements for transition and recommend transition from Band 4 to Band 5 be endorsed.

Manager Name:	
Signature:	
Date:	

**General Manager Assessment**

I have assessed the submission and confirm that the employee meets all requirements for transition from Band 4 to Band 5

General Manager Name:	
Signature:	
Date:	