



POSITION DESCRIPTION

Position Title:	Leader, Radiation Instrument Calibration
Cluster / Business Unit / Division	Commercial Products & Services
Section or Unit:	Radiation & Nuclear Waste Services
Classification:	Band 5
Job Family:	Science
Position Description Number:	PD-2420
Work Contract Type:	Technical
STEMM/NON-STEMM:	Non-STEMM
STEMM CATEGORY:	

POSITION PURPOSE

The primary purpose of the Leader, Radiation Instrument Calibration is to lead/coordinate a team of Radiation Instrument Calibration Technicians to provide timely and accurate calibrations of radiation protection instruments for ANSTO and external commercial clients to ensure compliance with regulatory requirements.

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 Radiation and Nuclear Waste Services business unit is a key part of ANSTO's Commercial Products and Services (CPS) group which includes other businesses delivering commercial revenue back into ANSTO. The Radiation and Nuclear Waste Services business provides a wide range of radiation safety related consulting and delivery of services for ANSTO and external organisations. This includes specialised advice and services related to radiation protection consultancy, instrument calibration and radiation safety training services. In addition, the business provides nuclear waste management solutions to external clients, generating commercial revenue for ANSTO.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Liaise with both internal and external clients to schedule and prioritise calibrations, including issue of quotes and ensuring that purchase orders are correctly processed for commercial revenue generation.
- Allocate calibration work to technical staff and monitor performance against KPI's to ensure regulatory requirements and revenue forecasts are met.
- Provide coaching, training and mentoring to technical staff in calibration system operations and instrument calibration techniques as well as conducting demonstrations of calibration facility operations to training course participants and other visitors to the facility.
- Analysis and technical understanding of instrument manufacturer's specifications, develop and implement applicable traceable calibration protocol within an ISO 9001 Quality Management System.
- Manage and operate multiple purpose-built instrument calibration systems in accordance with relevant operations manuals and work instructions. Ensure all safety interlocks are checked and operational on a daily basis.

- Acquire and utilise an understanding of the functions and operation of all instruments requiring calibration, including adjustment methods and software communication. This includes knowledge of type and energy of radiation detected, units displayed, scales and ranges of measurement, efficiencies of detection, location of detectors inside instruments and any precautions issued by the manufacturer on the use of the instrument.
- Problem solve new and reoccurring instrument calibration issues, conduct testing and apply the appropriate course of action to ensure accuracy and linearity.
- Supervise and approve the issue of accurate, traceable and detailed calibration reports for all calibrations conducted.
- Assist with management of the Calibrations Group and Facility in the absence of the Calibration and Specialist Support Manager.
- Undertake additional duties as required.

Decision Making

- The position works within a framework of radiation legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the service deliverables to match the needs of ANSTO and Commercial customers, including deciding on methods and approaches.
- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Manager on complex, sensitive and major issues that have a significant impact on the customer group or ANSTO regulatory compliance.
- 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

- Developing skills and knowledge of technical staff in the operation and calibration methods of radiation monitoring instruments.
- Scheduling workload where there are multiple customer requirements and conflicting priorities requiring to be completed within tight timeframes.
- Ensuring work is to a high standard and fully complies with a wide range of technical, safety and quality standards, regulations and procedures.
- Communicate clearly and effectively with people of various levels of technical understanding within and outside of ANSTO.
- Maintaining knowledge and application of technical developments in radiation detection equipment and related software interfaces.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert and evidence based advice • Staff engagement and quality recruitment • 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 training on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts

Other departments	<ul style="list-style-type: none"> • Provide support to during periods of leave of other staff, if directed to • Provision of support to organisational initiatives
External	
Clients	<ul style="list-style-type: none"> • Provision of high quality services and deliverables • Engagement of stakeholders
External stakeholders - groups, committees, industry or business	<ul style="list-style-type: none"> • Promotion of ANSTO services

POSITION DIMENSIONS

The position works in collaboration with and leads the Radiation Instrument Calibration Technician team as Indirect Reports.

Staff Data	
Reporting Line	Reports to the Instrument Calibration & Specialist Support Manager
Direct Reports	Nil
Indirect Reports	Radiation Instrument Calibration Technicians (currently two)

Financial Data (2023/2024)

Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	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) 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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in AP-2362 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
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ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Diploma qualifications in relevant engineering or science discipline or relevant ANSTO specific experience.
2. Demonstrated experience in Radiation Protection.
3. Experience leading a team of technical staff.
4. Strong customer service orientation and the ability to establish and maintain collaborative and supportive relationships with internal and external customers.
5. Knowledge of radiation measurement methods and data interpretation skills.
6. Strong Interpersonal and communication skills and the ability to promote, establish and maintain effective workplace relationships.
7. Experience in and willingness to follow policy, procedures & instructions.
8. Organisational skills and meticulous approach to work with the ability to plan and organise tasks effectively for self and others.
9. Willingness to pro-actively share knowledge, information and insight with team members.

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:	Stewart Gill	Name:	Darren Mason
Title:	Instrument Calibration & Specialist Support Manager	Title:	Manager, Radiation & Nuclear Waste Services
Signature:		Signature:	
Date:		Date:	