



## POSITION DESCRIPTION

<b>Position Title:</b>	Radiation Safety Training Educator
<b>Cluster / Business Unit / Division</b>	Commercial Products and Services
<b>Section or Unit:</b>	ANSTO Radiation Services
<b>Classification:</b>	Band 5/6
<b>Job Family:</b>	Service Delivery
<b>Position Description Number:</b>	PD-1681
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The Radiation Safety Training Educator manages and delivers commercial radiation safety training through the facilitation of established competency based training. This includes managing stakeholder relationships and the development and delivery of new training courses based on specific industry and client needs.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. ANSTO focuses on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The CPS division includes a number of commercial businesses including Health Products, ANSTO Nuclear Medicine (ANM), Minerals, Silicon Irradiation and Radiation Services. The focus of this division is on the management of ANSTO's established businesses. The division generates revenue for ANSTO from the sale of products and services and has a strong quality focus on meeting customer needs with timely and value added products and services. The CPS division identifies and implements continuous improvement activities with the objective of simplifying the end to end supply chain to deliver ongoing value to both internal and external customers.

ANSTO Radiation Services is made up of the Radiation Training, Radiation Consultancy and Instrument Calibrations groups.

ANSTO Radiation Services aims to be seen as a high calibre and comprehensive provider of radiation protection consultancy, instrument calibration and training services to industries within Australia and the region.

*As a linked role, it is the intention that this position will be initially recruited into the band 5 level from which the employee will develop and acquire the competence, skills, knowledge and experience, over a period of time, to competently operate at the Band 6 level.*

## ACCOUNTABILITIES & RESPONSIBILITIES

### Key Accountabilities

- The key accountabilities for the Band 5 position include:
  - Implement objectives, plans, targets and activities to achieve the group's operational strategy.
  - Manage commercial training events including: scheduling training events, managing participant registrations, coordinating resources from across ANSTO Business Units, training delivery, and management of day-to-day running of training events, to ensure successful delivery of training courses.
  - Develop cost estimates and proposals for client specific training requests,

- Establish and maintain professional relationships with clients, internal stakeholders, suppliers and facilitators through networking and attending industry events.
- Maintain the currency, accuracy and relevance of training materials to ensure legislative content is correct, industry trends are represented, and radiation best practice is presented, supporting clients in complying with radiation licensing requirements.
- Contribute to the development of new training courses, and the associated training materials.
- Contribute to the continuous improvement of commercial training offerings by: identifying improvements that could enhance the efficiency and effectiveness of training events; developing customised training material based on client's requirements; contributing to training needs analyses to identify any gaps in existing training materials; analysing feedback from clients who have attended training courses.
- Maintain accurate commercial training quality systems, and the reporting requirements to the ANSTO Registered Training Organisation Executive for compliance.
- Travel to client premises to facilitate customised radiation safety training courses and to meet client needs
- Report on learning records within current Learning Management System.
- Undertake additional duties as required and during period of leave of other staff.

- *In addition to performing all Band 5 key accountabilities, the key accountabilities for a Band 6 position include:*

- Development of objectives, plans, targets and activities to achieve the Divisional operational strategy.
- Manage all aspects of commercial training events including scheduling, resourcing needs analyses and capability mapping of presenters, to ensure successful delivery.
- Mentor and coach staff to develop the professional capabilities within the team
- Influence the development of training delivery skills for people from across ANSTO Business Units who present on commercial training courses
- Manage the compliance of competency-based radiation safety training against the requirements of training regulators, radiation regulators and industry.
- Develop accurate commercial training quality systems and manage the reporting requirements to the ANSTO Registered Training Organisation Executive for compliance, as required.
- Develop and implement personnel strategies to effectively manage a radiation safety training team.
- Identify gaps within the training market and lead the development of new training courses based on assessment of industry need
- Administer learning records within current Learning Management System.
- Provide input to industry working groups within Australia, as required
- Utilise judgement to independently assess priorities between projects to deliver completed projects and manage customer satisfaction
- Undertake additional duties as required and during period of leave of other staff.

## Transition Criteria

### Requirements to transition from Band 5 to Band 6

- Perform Band 5 accountabilities
- Performing Band 5 accountabilities, as described in this PD, and completion of the Band 5 and 6 transition criteria curriculum with a >90% metric.
- Demonstrated significant experience across the full breadth of training services offered to a wide range of clients.
- Demonstrated proficiency and ability to independently perform the following deliverables:
  - Develop and manage accurate commercial training quality systems, and manage the reporting requirements for compliance
  - Lead, plan, manage and motivate small teams on training tasks to achieve group deliverables
  - Establish and exhibit the behaviours and values appropriate to leadership.
- Sustained commitment to demonstrating a proactive attitude and practical application of ANSTO values including coaching and mentoring other staff, identifying and resolving issues as they arise within skills, knowledge and expertise, and proactively assisting others to meet deadlines or finish tasks in times when there is spare capacity.
- Demonstrated capability to manage negotiations with clients related to training projects.
- Demonstrated accuracy and capability to develop costed proposals for clients with a revenue value in excess of \$20K.
- Demonstrated knowledge on the identification and mitigation of risks in project and tasks, to protect and enhance ANSTO's reputation in training projects.
- Independently initiate projects including negotiation with clients to gain acceptance of training solutions against client needs.
- Demonstrated knowledge of Australian, State and Territory legislation and regulations.

## 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 radiation regulators, including deciding on methods and approaches.
- The position works within a framework of training 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, including deciding on methods and approaches, training course content, project planning and allocation of resources.
- The business unit's business plan, procedures and strategies developed by the business unit Manager provide the context for the position.
- The position supports the Registered Training Organisation Executive in the accuracy, integrity and quality of the content of advice provided.
- The position works in a commercial environment and is responsible for decisions related to quotation generation and costing, for presentation to the business unit Manager for approval.
- Determine key work priorities within the context of agreed work plans and will consult with the business unit Manager on complex, sensitive and major issues that have a significant impact on the unit.
- 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

- Maintain detailed knowledge of current radiation protection training products.
- Maintain detailed knowledge of requirements of developing and delivering competency-based training material.
- Maintain current and accurate knowledge and understanding of international and national, legislation, standards, codes of practice and best practice to ensure that clients comply with their license requirements.
- Manage and prioritise conflicting workloads to suit commercial client needs.
- Management of personnel during the delivery of training material.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert and evidence-based advice</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters relating to commercial radiation safety training</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Indirect Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Provide guidance, direction and support in developing training delivery skills</li> <li>• Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan</li> </ul>
Radiation Protection Services	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters relating to commercial radiation safety training</li> <li>• Negotiate the utilisation of resources for training delivery</li> <li>• Negotiate and resolve conflicts</li> <li>• Provide guidance, direction and support in developing training delivery skills</li> <li>• Engagement in development of joint radiation training for ANSTO staff</li> </ul>
Divisional Management	<ul style="list-style-type: none"> <li>• Provide expert and evidence based advice</li> <li>• Negotiate and prepare cross-promotional concepts for divisional activities</li> </ul>
WHS section	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters relating to commercial radiation safety training</li> <li>• Ensure compliance of training facilities with WHS requirements and regulations</li> </ul>
Learning and Development	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters relating to commercial radiation safety training</li> <li>• Provide data and evidence related to training compliance</li> </ul>
Registered Training Organisation division	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters relating to commercial radiation safety training</li> <li>• Provide data and evidence related to RTO compliance</li> <li>• Negotiate utilisation of resources in competency based training</li> <li>• Ensuring compliance of systems and accuracy of information provided to Executive of RTO division</li> </ul>
<b>External</b>	
Clients	<ul style="list-style-type: none"> <li>• Provide expert, authoritative advice on all matters relating to commercial radiation safety training content and delivery methods based on evidence and experience.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain professional relationships with clients, internal stakeholders/, suppliers and facilitators through networking and attending industry events.</li> <li>• Development and delivery of new training courses based on specific industry and client needs.</li> </ul>
Radiation Regulators	<ul style="list-style-type: none"> <li>• Provide expert, authoritative advice and influence on all matters relating to commercial radiation safety training content and delivery methods based on evidence and experience.</li> <li>• Maintain professional relationships with Regulators through networking and attending industry events.</li> <li>• Development and delivery of new training courses based on specific industry and client needs to be aligned with regulatory requirements</li> <li>• Ensure compliance with Regulatory requirements on radiation training.</li> </ul>
Industry Groups	<ul style="list-style-type: none"> <li>• Provide expert, authoritative advice on all matters relating to commercial radiation safety training content and delivery methods based on evidence and experience.</li> <li>• Provide influence and advice to industry working groups and societies on radiation training.</li> <li>• Maintain professional relationships with clients, suppliers and facilitators through networking and attending industry events.</li> <li>• Development and delivery of new training courses based on specific industry needs.</li> </ul>

## POSITION DIMENSIONS

The position reports to the Manager, ANSTO Radiation Services and indirectly to the Executive, Registered Training Organisation.

The position works in collaboration with the Training and Marketing Coordinator and has course lecturers as indirect reports during training course delivery.

The position is accountable for the implementation of commercial processes and strategies developed by the Manager, to achieve financial revenue and profitability targets.

The position involves both the management of training material and the delivery of training material to a public or commercial audience.

Staff Data	
Reporting Line	Reports to the Manager ANSTO Radiation Services
Direct Reports	Nil
Indirect Reports	Training & Marketing Coordinator, training course lecturers

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 Some travel to ANSTO sites within Australia Frequent travel both nationally and internationally Field work in remote locations

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Standing for long periods during course presentations Public speaking Potential 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
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 <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
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### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Science or relevant discipline or relevant equivalent experience.
2. Certificate IV in training and assessment or equivalent qualifications.
3. Experience in the delivery of competency-based training material.
4. Strong verbal communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences.
5. Strong written communication skills with emphasis on the writing of training material.
6. Strong customer focus and networking skills.
7. Strong project and time management skills with attention to detail.
8. Strong computer skills including experience with Microsoft PowerPoint and graphics packages.
9. Willingness and ability to work within a team.
10. Willingness to work with radioactive sources.
11. Current driver's license required for travel to and from client sites and other locations.

*In addition, the band 6 role also requires:*

1. Extensive experience in the management and delivery of competency-based training material.
2. Knowledge of current relevant legislation, codes of practice and industry best practice.
3. Willingness to manage the development of a team of radiation safety trainers
4. Strong communication skills with emphasis on the development of new training material.

### 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:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: