



POSITION DESCRIPTION

Position Title:	Assurance Business Partner
Cluster / Business Unit / Division	Nuclear Science & Technology
Section or Unit:	Strategic Research Services and Engagement
Classification:	Band 6
Job Family:	Operations
Position Description Number:	PD-1707
Work Contract Type:	Administration/Professional/Technical/Manager/Executive
STEMM/NON-STEMM:	NON-STEMM
STEMM CATEGORY:	N/A

POSITION PURPOSE

An Assurance Business Partner supports the NST Group through the management of the safety, quality, environmental and regulatory systems and processes and the continuing development and improvement of these systems and processes within NST. The position is pivotal in ensuring that NST maintains a high level of safety, quality, environmental and regulatory compliance, and that best practice is implemented, taking into account practices implemented within ANSTO and beyond.

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.

Strategic Research Services and Engagement is responsible for the key processes within NST such as user access and support, administrative services, relationship management and innovation transfer, assurance, , knowledge management and research grants. Key customers and stakeholders are NST staff, external platform users and research collaborators, partners, Government, IAEA, industry and other ANSTO groups.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Ensure consistent and effective integrated management systems are in place and effective across NST. Provide advice and services to ensure NST's compliance with relevant standards and regulations.
- Manage the provision and development of processes and supporting services in the broad areas of compliance and integrated business management to NST, including provision of specialist technical advice on safety, quality, environmental management systems (ISO 9001, 14001 AND 45001)
- Lead harmonisation and streamline NST business processes (Quality, safety, and environment) to ensure consistent and effective application across NST business units. Promote continual improvement by developing processes to measure the effectiveness of NST safety, quality, regulatory

and environment management systems and by actively encouraging the growth of a culture of improvement in NST. Maintain current knowledge of existing and emerging standards and regulations. Provide relevant information and advice to NST management and staff on changes to said standards and regulations and their impact to NST. Facilitate the implementation of ANSTO processes in relation to assurance and provide training, guidance, and advice to NST staff as required.

- Develop and maintain assurance audit and inspection programs. Lead audits of NST’s ISO related processes and regulatory compliance and participate in audits across ANSTO.
- Provide specialist technical advice to NST Leadership on the development of new integrated process in line with NST objectives and targets as required. Conduct management review and produce and present reports, metrics, and data to NST leadership in relation to assurance functions and responsibilities in a timely manner.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, business plan and the NST strategy provide the context for the position.
- The position works within a framework of legislation, policies, and professional standards. Within this framework the position has some independence in determining how to achieve individual objectives, including deciding on methods and approaches.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided and services provided to NST.
- Determine day to day work priorities within the context of agreed plans and will consult with the General Manager Strategic Research Services & Eng on issues that have an impact on the Assurance team, Innovation & Integration portfolio or NST as-a-whole.
- 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

- Research and develop new or improved assurance processes and systems.
- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines.
- Improving customer service, response times and delivery efficiencies.
- Influencing, providing advice and support across diverse divisional operating environments.
- Continual development and maintenance of personal knowledge relating to changing issues regarding safety, quality, regulatory & environment.
- Enhancing staff awareness with respect to the environment, safety, regulatory and quality issues, and processes.

KEY RELATIONSHIPS

Who	Purpose
Internal	
General Manager Strategic Research Services & Eng	<ul style="list-style-type: none"> • Receive direction, instruction, guidance, and priorities. • Provide expert, authoritative and evidence-based advice. • Negotiate and report on operational status and issues. • Recommend and gain endorsement for plans and goals and development projects.

Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, business planning and goals. • Collaborate and share accountability • Negotiate and resolve conflicts.
NST & ANSTO process owners	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters Develop effective working relationships. • Liaise and consult in relation to impact of relevant ANSTO systems and process on NST and vice versa.
Other management system officers and teams within ANSTO (e.g. Local environment and quality co-ordinators, WHS staff & safety committee representatives and safety coaches)	<ul style="list-style-type: none"> • Develop strong and maintain relationships. • Collaborate and share information and knowledge.
NST management & staff	<ul style="list-style-type: none"> • Provide advice, support, and services in relation to assurance and compliance related matters. • Implement new and modified processes.
External	
External licensing and certification bodies (e.g. ARPANSA, ISO, TGA, NATA, BSI)	<ul style="list-style-type: none"> • Establish and maintain effective working relationships. • Prepare reports and responses. • Present information on behalf of NST.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager, Strategic Research Services and Engagement
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2023/2024)

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 or the occasional working remotely May be required to work in different areas of designated site/campus as needed
Travel:	Infrequent local travel to meet with external bodies
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be infrequently required to work in radiation areas under tightly regulated conditions.
Hours:	Willingness to work extended and varied hours based on operational requirements.
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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ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Degree in relevant discipline (science or engineering) coupled with extensive prior experience.
2. Lead Auditor certification (or capability to attain) and management standards training in safety (AS/NZS 4801), quality (ISO 9001) and environmental (ISO 14001).
3. Extensive experience providing assurance advice, collaboratively developing, maintaining, and implementing integrated safety, quality, and environmental systems within a highly regulated environment.
4. Extensive knowledge of quality assurance, WHS and environmental systems, regulations, and standards.
5. Demonstrated experience undertaking and participating in audits and producing audit reports.
6. Excellent written and verbal communication skills including ability influence and collaborate with all levels within an organisation.
7. Demonstrated ability to develop and introduce innovating approaches to improving processes and practices.
8. Demonstrated ability or experience working within and managing an internal quality and management system.

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:	Sandy Haig	Name:	Andrew Peele
Title:	General Manager Strategic Research Services & Eng	Title:	GE, NST
Signature:	Sandy Haig	Signature:	
Date:	2 / 2 / 2024	Date:	

Appendix 1

ANSTO Job Families
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