



POSITION DESCRIPTION

Position Title:	Laboratory Manager (Radioactive Facilities)
Cluster / Business Unit / Division	Nuclear Science and Technology
Section or Unit:	Nuclear Materials Development and Characterisation
Classification:	Band 4 / Band 5 (Linked)
Job Family:	Science
Position Description Number:	PD-2406
Work Contract Type:	Scientific/Technical
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Research & Sciences

POSITION PURPOSE

The Laboratory Manager (Radioactive Facilities) provides management of the operational activities of a prescribed radiation facility by ensuring efficient and compliant operation, maintenance, and use of facilities. The role contributes to scientific experiments of projects in support of the platform infrastructure outcomes of NST and the internal and external user program.

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 industry across a variety of 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

- Under guidance of the Senior Facility Officer manage a suite of research and development scientific laboratories and ensure effective operation and maintenance of equipment and facilities.
- Under guidance of the Facility Officer manage aspects of Plans and Arrangements to ensure laboratories comply, at all times, with relevant standards and documented procedures.
- Responsible for coordinating the facilities infrastructure and equipment including ensuring lab systems record maintenance, change management and continual review of practices for improvement.

- Assist with developing and implementing standard operating procedures for equipment usage and experimental practice.
- Provide laboratory induction training
- Act as contact person for staff, visitors and contractors that wish to utilise or otherwise gain access to the laboratory and/or its equipment for the purposes of research, repairs / maintenance or refurbishments.
- Independently manage multiple tasks, prioritise work and effectively plan experiments so that deadlines are met.
- Prepare and source materials / chemicals ensuring inventory and relevant safety documentation (Materials Safety Data) are kept up to date in timely manner.
- Maintain personal training in the safe handling, processing, monitoring and disposal of radioactive materials and radiation specific equipment used within the prescribed radiation facility.
- Practice good laboratory housekeeping/tidiness including ensuring adequate stock of chemicals and consumables is maintained for new and existing users.
- Supervise and accommodate contractors and visitors to laboratory facilities ensure laboratory space is used effectively and safely.
- Contribute to research output by working as part of project research teams to complete project experiments within time, scope and budget.
- Undertake additional duties as required and during period of leave of other staff.

Key Accountabilities Band 5

- Manage a suite of prescribed radiation facility laboratories to maximise the user experience and ensure compliance requirements for a radioactive facility.
- Develop and implement Plans and Arrangements. Leading development of some but not all particular plans (i.e. effective control, quality, safety, radiation protection, security, waste, emergency, and environment) across the prescribed radiation facilities.
- Manage facility upgrades and modifications to improve and extend operational capabilities, increase laboratory efficiency, and accommodate the needs of future projects and new research applications.
- Ensure work undertaken meets strict safety and regulatory frameworks so that data collected can be validated.
- Ensure laboratories are functioning properly so that internal and external users can optimise their time utilising the facilities and undertaking research. This includes maintaining or arranging maintenance of equipment, housekeeping, stocking laboratory (purchasing) and disposing of radioactive waste.
- Provide laboratory induction training, competency training and oversight of staff, visitors and contracted, in the technical, safety and quality assurance aspects of work in the prescribed radiation facility.
- Develop and implement standard operating procedures for equipment usage and experimental practice.
- Coordinate and review the laboratory work practices, infrastructure and equipment maintenance to ensure the laboratories meet quality assurance guidelines. Act as contact person for staff, visitors and contractors that wish to utilise or otherwise gain access to the laboratory and/or its equipment for the purposes of research, repairs/maintenance or refurbishments.
- Implement and maintain accurate records to meet regulatory requirements, including active sample and chemical registers, ensuring inventory and relevant safety documentation are kept up to date in a timely manner.
- Implement and maintain accurate records of nuclear sources to meet regulatory requirements including performing annual internal auditing of radioactive sources.

- Management and allocation of radioactive materials to researchers to conduct research projects and coordination of sources to assist other nuclear businesses.
- Assist auditors from IAEA, ASNO, and ANSTO’s Safeguard during their periodic auditing of nuclear materials
- Independently manage multiple tasks, prioritise work and effectively plan work activities so that deadlines are met.
- Contribute to scientific/research output using technical expertise as part of project research teams to conduct experiments, processing materials and performance materials analyses related to the prescribed radiation facility.
- Utilise specialist technical and scientific knowledge and expertise to conduct, examine, interpret, check and validate laboratory methods and results to provide scientific analysis and ensure accuracy of results produced.
- Lead the feasibility assessment of requests submitted through the user portal.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, NSTLI strategy, Nuclear Materials Development & Characterisation 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.
- The position is fully accountable for the accuracy, integrity and quality of the content of services provided to users and staff.
- Daily work priorities are determined within the context of agreed work plans and schedules, consulting with line management on complex, sensitive and major 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

- Ensure all safety precautions are taken by staff and visitors when carrying out experiments and using equipment within the prescribed radiation facility.
- Meeting the needs of multiple users and adjusting work plans and procedures to meet changing user requirements and facility objectives.
- Ensuring safety and regulatory compliance in the safe handling and processing of nuclear and radioactive materials within the prescribed radiation facility.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Line Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Band 5 - Provide authoritative and evidence-based advice • Provide regular updates on key tasks, issues & priorities • Negotiate and report on progress of project outcomes consistent with project plans and goals

	<ul style="list-style-type: none"> • Recommend and gain endorsement for project activities and other initiatives • Escalate issues and propose solutions
Work area team members	<ul style="list-style-type: none"> • Band 4 - Support team members and work collaboratively to contribute to achieving project outcomes. • Band 5 - lead the delivery of specific projects • Band 4 - Receive supervision, instruction, direction, support, training and technical leadership. • Band 5 - Provide supervision, instruction, direction, support, training and technical leadership • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve scheduling or laboratory access conflicts
ANSTO Users (scientists, researchers, post docs) and other NST staff accessing laboratories & facilities	<ul style="list-style-type: none"> • Coordinate laboratory availability and usage • Develop sample processing strategies • Assess competence to undertake activities within laboratory/s • Understand user requirements and desired outcomes • Provide technical advice, analysis and training
External	
Facility users	<ul style="list-style-type: none"> • Coordinate laboratory availability and usage • Develop strategies for improving the effectiveness of laboratory operations. • Assess competence to undertake activities within laboratory/s • Understand user requirements and desired outcomes • Provide technical advice, analysis and training on practices within a prescribed radiation facility
Contractors and service personnel	<ul style="list-style-type: none"> • Provide oversight while working within facility • Ensure safety and regulatory compliance

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Leader of the NMDC platform or their delegate
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 Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Frequent travel both internationally and nationally

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) 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:	May be required to work in radiation areas under tightly regulated 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

Workplace Health & Safety

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) May be required to undertake one or more of the specified roles within the context and course of their duties Area Supervisor Building Manager Building Warden Contractor Supervisor Source Responsible Officer Nominated Safeguards Authorised Officer SRA Process Owner
--	---

ORGANISATIONAL CHART

Refer to Published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

Band 4	Band 5
1. Degree in relevant field of science or engineering (Chemistry, Materials Science, or an equivalent discipline) or relevant demonstrated experience in managing active facilities	Same as Band 4
2. Demonstrated ability to follow policy, procedures, and guidelines	Demonstrated experience operating within and overseeing others to adhere to applicable standards, regulations, and legislation (radiation safety, ARPANSA regulations, quality systems etc.).
3. Demonstrated experience with maintenance of laboratory equipment	Same as Band 4
4. Demonstrated experience working within a regulated laboratory and handling and processing radioactive materials. (Desirable)	Same as Band 4 (Essential)
5. Experience in providing technical input into the proposed capability development plan, under guidance.	Experience in technical input into the proposed capability development plan.

6. Experience in training staff in laboratory procedures & guidelines.	Demonstrated experience and ability to train and supervise staff on laboratory procedures and techniques
7. Previous experience working in a laboratory	Extensive experience in training staff in laboratory procedures, guidelines, and safe working in a prescribed radiation facility
8. Demonstrated experience in preparation and review of SWMES, work instructions, laboratory procedures and compliance documentation.	Same as Band 4
9. Demonstrated ability to develop and maintain productive relationships with key stakeholders	Proven ability to communicate effectively (both written and verbally), develop and maintain productive working relationships with key stakeholders.

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



**Laboratory Manager (Radioactive Facilities) (PD-2406) Position transition requirements
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 4 years working as Laboratory Manager (Band 4) OR b) Minimum 4 years equivalent experience in a prescribed radiation facility	<input type="checkbox"/> Yes <input type="checkbox"/> No OR <input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated capability to independently manage laboratories in prescribed radiation facilities to meet regulatory and compliance requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Undertake Band 4 accountabilities independently with little or no direct supervision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Independently manage large and complex tasks within facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Utilise judgement to independently assess priorities of projects and tasks to optimise workload.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Apply extensive laboratory management knowledge and experience in compliance against relevant standards to troubleshoot, investigate and resolve complex systems and problems with little or no supervision or guidance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Providing feedback and contributing to the process of continual improvement in safety, reliability and efficiency of the facility and its equipment , and by sharing individual knowledge and competency	<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

Manager Recommendation:

I have reviewed the employee’s competence in accordance with Linked Role PD-2406 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:	