



POSITION DESCRIPTION

Position Title:	Community Engagement Coordinator
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	Innovation
Classification:	Band 5
Job Family:	Administration
Position Description Number:	PD-2461
Work Contract Type:	Administration
STEMM/NON-STEMM:	NON-STEMM
STEMM CATEGORY:	NON-STEMM

POSITION PURPOSE

The Community Engagement Coordinator plays a pivotal role in cultivating a vibrant and collaborative community within nandin, ANSTO's Innovation Centre. The position focuses on connecting startups, industry, mentors, students, and other stakeholders with ANSTO to foster meaningful connections. The role also will coordinate a variety of events to enhance the overall experience of our community members.

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 nandin Innovation Centre serves as a collaborative space for entrepreneurs, researchers, and creatives, fostering innovation, experimentation, and knowledge exchange. nandin is also part of the Design Factory Global Network (DFGN), an international community of innovation hubs and centres creating change through passion-based learning and effective problem-solving strategies. Through this centre, ANSTO manages a community of startups and facilitates co-creation activities through design- innovation. To enable this, ANSTO has created an entrepreneurial and commercially oriented environment for students, staff, businesses, and the broader community that is supported by a coherent approach to industry research engagement, innovation, business development and commercialisation. This unique innovation community aims to drive the development of an innovation and entrepreneurship culture across ANSTO that is focused on creating value and impact from research and business for our partners in industry, government and the community.

The Community Engagement Coordinator sits within the Commercial Support team, as part of the broader Commercial Products and Services group. This role will also work closely with other teams and divisions within ANSTO.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- **Community Engagement:** develop and nurture a positive and inclusive culture conducive to innovation and collaboration. Act as a liaison within the nandin community (Innovation Team, broader ANSTO, business/startup members, mentors, industry, students) to facilitate communication.

- **nandin Membership:** coordinate the monthly nandin membership program, including scheduling seminars, mentoring sessions, and social events. Provide logistical and administrative support to the delivery of innovation programs
- **Networking and Events:** plan, organise, and execute a diverse range of events. Facilitate networking opportunities, discussions, and activities that enhance community engagement.
- **Communication:** Support the development of engaging communications content (newsletters, social media) in collaboration with the ANSTO Communications Team. Utilise various channels to keep community members informed and engaged and showcase the nandin Innovation Centre.
- **Partnerships and Collaboration:** Identify and engage with external partners that contribute to events, as well as the growth and enrichment of the ANSTO innovation community
- **Metrics and Reporting:** research to gather feedback, success measures, and identifying areas of improvement. Develop impact reports detailing outcomes, success stories, growth, event attendance, and feedback. Work collaboratively with the team to implement improvements.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within the ANSTO Integrated Business Planning framework, legislation, policies, professional standards and resource parameters.
- This position, in consultation with the Design and Innovation Manager, co-ordinates the nandin membership programs and community engagement activities.
- Determines key work priorities within the context of agreed work plans and in consultation with supervisor.
- 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

- Managing diverse stakeholder relationships, both internally and externally
- Adapting communication to broad audiences and stakeholder groups
- Prioritisation and planning of events and initiatives that align with the nandin Innovation Centre strategic objectives
- Balancing the need for innovation and creativity with operational efficiency and effectiveness
- Identifying and measuring KPIs for impact in an innovation context
- Consolidating information from a wide range of sources and condensing valuable insights

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Staff engagement • Recommend and gain endorsement for plans and goals and other initiatives
Commercial Products and Services	<ul style="list-style-type: none"> • Provide advice and evidence-based analysis • Contribute to group decision making processes, planning and goals • Collaborate and share accountability

ANSTO Business Units	<ul style="list-style-type: none"> • Close engagement to deliver mutually beneficial outcomes for ANSTO
External	
nandin Community, broader industry and academic networks	<ul style="list-style-type: none"> • Build and maintain partnerships to foster innovation • Cultivate an Innovation Community at ANSTO

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Design and Innovation Manager
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2022/2023)

Revenue / Grants	TBA
Operating Budget	TBA
Staffing Budget	TBA
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements

Location:	Lucas Heights and remotely Working in different areas of designated site/campus as needed
Travel:	Some domestic and international travel
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	May be 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 AP-2362 of the ANSTO WHS Management System	All Workers
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ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential skills:

1. Bachelor's Degree or equivalent experience in Marketing, Business, Innovation, or related field
2. Demonstrated experience in community management and event coordination
3. Strong communication skills, both written and verbal
4. Excellent organisational and multitasking abilities
5. Ability to work collaboratively in a dynamic environment

6. Passion for innovation, entrepreneurship, and fostering a supportive community

Desirable skills:

1. Qualitative research skills and experience – e.g., surveys, interviews, focus groups, reporting
2. Design thinking, design innovation, or entrepreneurial skills
3. Experience and familiarity in an innovation or startup environment
4. Experience in scientific commercialisation

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:	Carol Azzam Mackay	Name:	Oleh Nakone
Title:	Design and Innovation Manager	Title:	Group Executive, Commercial Products and Services
Signature:		Signature:	
Date:		Date:	