



## POSITION DESCRIPTION

<b>Position Title:</b>	Operations Manager, Environment Research and Technology Group
<b>Cluster / Business Unit / Division</b>	Nuclear Science and Technology
<b>Section or Unit:</b>	Operations
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Operations
<b>Position Description Number:</b>	PD-2443
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Technical

### POSITION PURPOSE

The Environment, Research and Technology Group Operations Manager is responsible for the leadership, management, budgeting, and strategic planning activities of operations within the Environment, Research and Technology Group. This encompasses the management of facility and assets, management of technology delivery to projects, management of project development processes and the management of safety, compliance and quality of operations. The position’s purpose is to ensure operational processes are optimised to maximise the Group’s scientific productivity, safety, compliance, facility utilisation and user satisfaction.

### 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.

The Environment Research and Technology Group uses its nuclear expertise, capabilities and access to unique research infrastructure to support water resource management decisions, build capacity to understand how our environment is changing and inform the management of human impacts on the geosphere. The Operations Manager guides the effective and efficient operation of the Group’s facilities and provides general support and advice to the Group’s stakeholders. It achieves this through sustainable facility Asset Management, optimising the quality of operations, ensuring compliance obligations are met and improving safety standards.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Develop, implement and update operational strategies, objectives, plans, targets, and activities.
- Lead and manage all aspects of Environment, Research and Technology Group’s operations and facilities, including developing operational plans, identifying and allocating resources, developing budgets, forecasts and managing financial performance.

- Lead and manage the development and implementation of operational policies and international best practices in the workplace to meet safety and quality standards, ensuring high reliability, driving process improvements, optimising operational efficiency and maximising productivity.
- Ensure operational safety, security, cyber security, sustainability and compliance with applicable standards, legislative and regulatory requirements in the platform through negotiation, influence, and establishing working relationships with regulators and relevant internal stakeholders and managing the resolution of regulatory issues.
- Management of facilities and equipment through an asset management framework and an improvement program to ensure the reliability, cyber security, productivity, and availability of facilities to enable world class research.
- Leadership and Management of the operations team through recruitment, training, performance management and review, recognition and conflict resolution. Ensure the sustainability of the Group operations team through succession and workforce planning, talent management and employee development activities.
- Use high level specialised knowledge and extensive experience to provide professional and strategic advice for internal and external projects using the Group, to optimise scientific and business outcomes.
- Lead and manage the process of new project development in the Group, from Conversation to Develop (according to the project scheme of Conversation-Concept-Develop-Execute-Operate) including specification, resourcing, budgeting, scheduling, compliance, regulatory, funding, revenue, legal agreements and reporting through Integrated Business Planning (IBP).
- Provide strategic advice in relation to the prioritisation and allocation of resources for projects to optimise the operations of the facility and projects utilising the facility.
- Establish and foster professional networks with other facilities, develop collaborations and partnerships with user communities, nationally and potentially internationally, provide relevant training to users, to promote and enhance outputs and maximise facility utilisation.
- Represent and promote ANSTO and the Group's capabilities and facilities in national and international professional networks.
- Undertake additional duties as required and during the period of leave of other staff.

### **Decision Making**

The position works within a highly regulated complex framework of legislation, policies, professional standards and resource parameters. Within this framework and within resource constraints, the position has considerable independence in determining how to achieve agreed objectives, including deciding on activities and approaches, operations, and project development.

- The ANSTO values, organisational corporate plan, integrated business planning process, the NST strategic plan and the Environment, Research and Technology Group business plan provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of advice provided, ensuring that decisions are based on sound evidence, and will often be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of complex operational plans and will consult with the Director on sensitive and major issues that have a significant impact on the Environment, Research and Technology Group. The position has considerable independence in deciding on strategic approaches to achieve performance objectives. 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

- Communicating, negotiating, and influencing a range of internal and external stakeholders to achieve the required success of ANSTOs engagement activities in a complex environment where resources are highly constrained.
- Ensuring the successful implementation of strategic operational objectives and meeting key performance indicators whilst managing conflicting priorities and deadlines
- Balancing the competing demands of safety, compliance, quality, and productivity
- Leading and promoting a high safety culture and quality operation within a research facility working under a complex regulatory environment
- Managing and engaging with personnel who are not direct reports using a collaborative, consultative, influencing, and team-working approach to achieve objectives.
- Keeping abreast of recent developments in the field to maintain operational excellence, international best practice, and subject-matter expertise.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Director	<ul style="list-style-type: none"> <li>• Receive broad guidance and direction.</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Staff engagement and quality recruitment</li> <li>• Provide sound advice related to strategic plans and goals</li> <li>• Recommend and gain endorsement for strategic operational plans, goals and other initiatives.</li> <li>• Negotiate and report on budgets and KPI's consistent with strategic operational plans and goals.</li> </ul>
Group Management Team	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to management decision making processes, planning and goals.</li> <li>• Collaborate and share accountability</li> </ul>
Direct reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance, direction and support</li> <li>• Provide and set performance requirements consistent with business plans and objectives.</li> <li>• Manage individual performance and development</li> <li>• Provide regular updates on key tasks, issues and priorities</li> <li>• Engage in monitoring trends, operational performance and progress against the strategic plan and evaluate any further support that may be required to ensure delivery against the plan.</li> <li>• Allocate tasks and set priorities to ensure smooth and effective operations, maximising user experience, facility utilisation, ensuring compliance, and continuously improving.</li> <li>• Negotiate and resolve conflicts</li> </ul>
Internal Researchers and Facility users	<ul style="list-style-type: none"> <li>• Collaborate and share knowledge</li> <li>• Provide expert advice, analysis, guidance, training &amp; support</li> <li>• Contribute to determination of work priorities and plans</li> <li>• Monitor trends and progress against agreed project plans and develop strategies to ensure project delivery.</li> <li>• Provide user supervision and ensure safety, regulatory &amp; quality compliance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maximise the user experience</li> </ul>
Internal Quality/ Enabling/ High Reliability teams	<ul style="list-style-type: none"> <li>• Negotiate access to required resources</li> <li>• Optimise engagement with collaboration and sharing knowledge</li> </ul>
<b>External</b>	
External Researchers and Facility users (Universities, industry, national and international research organisations)	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis</li> <li>• Build effective and productive networks, nationally and potentially internationally</li> <li>• Ensure safety and regulatory compliance</li> <li>• Provide training and supervision while using facility</li> <li>• Maximise the user experience</li> </ul>
Regulators and auditors	<ul style="list-style-type: none"> <li>• Establish and maintain effective and collaborative working relationships</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Director, Environment Research and Technology Group
Direct Reports	4-6 (Capability Manager, Research Leads)
Indirect Reports	10 +

### 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:	Operational needs may require temporary and/or periodic assignments at collaborative partner facilities within Australia or training assignments both nationally and internationally.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in facilities that house or use small animals
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 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- All Workers

2362 of the ANSTO WHS

Management System

Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

Refer to published Organisational Chart.

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. PhD or Degree tertiary qualification in a relevant scientific or business field.
2. Significant experience and the operations of a science research facility, with a focus on safety, compliance, efficiency, scientific delivery to stakeholder's needs and demonstrating commercial acumen.
3. Experience in regulatory and compliance processes such as good laboratory practice (GLP), good manufacturing practice (GMP), quality assurance, TGA regulations, and ARPANSA regulations.
4. Proven ability to lead and manage multiple strategic and operational projects, including the ability to manage multiple complex tasks, priority management, strong organisational skills for effective delivery in a resource-limited environment.
5. Demonstrated high level interpersonal, networking and highly developed negotiation and communication skills.
6. Significant experience in influencing and managing effective relationships with key stakeholders, including engagement with industry.
7. Proven ability to analyse systems and recommend, implement, and lead changes to improve safety, reliability, productivity, and user satisfaction.
8. Demonstrated ability to develop a strong culture of safety and responsibility in individuals and teams.
9. Extensive experience in leading, managing and developing teams, including coaching and mentoring skills.

## 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:	Karina Meredith	Name:	Andrew Peele
Title:	Director - Environment, Research and Technology Group	Title:	Group Executive, NST
Signature:		Signature:	
Date:		Date:	

## Appendix 1

<b>ANSTO Job Families</b>
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