



POSITION DESCRIPTION

Position Title:	Operations Specialist – HR Nuclear Science and Technology (NST) / Strategic Research Services and Engagement (SRSE)
Cluster / Business Unit / Division	
Section or Unit:	Research Office
Classification:	Band 6
Job Family:	Operations
Position Description Number:	PD-2422
Work Contract Type:	Administration
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Operations Specialist – HR role is responsible for leading and managing the full HR life cycle of non-employees for NST, in particular from the user and research communities, ensuring seamless integration and information flow between NST and the ANSTO- wide HR process working with Legal, HR, IT and Security support functions.

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.

NST Strategic Research Services and Engagement provides high quality services to NST and ANSTO and delivers research and research infrastructure outcomes and translates outputs generated from research and development conducted in NST into products, services and new intellectual property.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Lead and manage all interactions from legal agreements through to the onboarding, cross boarding and offboarding processes for all NST non-employees.
- Lead discussions and processes with NST Stakeholders, ANSTO Legal, Security, IT and HR Shared Services functions to ensure non-employees are engaged with ANSTO in the proper manner.
- Providing expert advice and have a thorough understanding of the different types and options of ANSTO legal agreements to ensure a fit for purpose engagement is initiated.
- Analyse, assess, evaluate and apply the legal criteria for student agreements. Consult with legal on more complex agreements.
- Providing expert advice on the ANSTO criteria for IP.
- Ensure strategic alignment by the collection, analysis, reporting and integration of record keeping for Ministerial requests, monthly IBP metrics, NST Leadership and other reporting.

- Develop best practice models including data integrity, rigorous process, and procedures, develop guidelines for NST non-employee lifecycle.
- Manage visa applications from enquiry through to providing letter of support – this requires a due diligence mindset ensuring ANSTO protocols are enforced, captured and communicated.
- Develop a procedure for managing compliance with ANSTOs requirements for international visitors including but not limited to letter of support and security clearance, in consultation with key stakeholders across ANSTO.
- Develop training, implement, and refresh knowledge across NST to build awareness.
- Develop and communicate new procedures for non-employee lifecycle including but not limited to training modules, templates and business improvement.
- Data integrity, review, and analysis of NST data and dashboards, creating improvements in the process and reporting and preparation of materials and reports.
- Work with relevant NST Leaders and ANSTO Business areas to manage stakeholders.
- RMSI Program –Lead, coordinate and manage the process, scheduling and reporting of the Research Merit Salary Increase Program (RMSI) in consultation with the Research Services Manager, HR Shared Services and Finance Teams
- Stakeholder management – Conduit between ANSTO legal and academia, industry, government or agencies.
- Provide advice to NST stakeholders on IP awareness and requirements to enable stakeholders to make informed decisions.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The Operations Specialist - HR has a key role within the Strategic Research Services and Engagement Group. This position leads relevant NST non-employees in the onboarding/offboarding process and is required to collaborate across the NST group and broader ANSTO organisation to provide guidance, advice, and exchange information to deliver successful outcomes.
- This role is fully accountable and reviews data, provides guidance and advice within and for the NST group and elevates any matters of concern to the Senior Leadership team for decision making process.
- The role is fully accountable for the coordination, tracking and reporting of the RMSI process in conjunction with the Group Executive, NST and other stakeholders.
- Determine key work priorities within the context of agreed work plans and will consult with the Operations Lead on complex, sensitive and major issues that have a significant impact on ANSTO 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

- Implementation, maintaining data integrity and improving the stakeholder experience whilst managing a large volume of highly complex matters.
- Ensuring effective support is provided to all NST across a geographically dispersed stakeholder group.
- Harmonising disparate systems and processes across NST and ANSTO
- Improving process awareness and knowledge across the NST group.
- Translating the process outputs – ANSTO-wide view into NST impacts, metrics, KPI's and relevance.
- Developing a holistic strategic perspective and bringing the information to a tactical and executable level.
- Communicating change to NST in relation to regulatory requirements changes in the Act.

- Developing strong working relationships across the NST group to facilitate broad input of information into the operational process.
- Liaising with the ANSTO-wide enabling functions, Legal, IT, Security and HR Shared Services to ensure alignment exists between procedures, documentation, and training material.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Operations Lead	<ul style="list-style-type: none"> • Receive direction, instruction, guidance, and priorities. • Provide expert, authoritative and evidence-based advice • Negotiate and report on SRSE status and issues.
Senior Manager, Research Office	<ul style="list-style-type: none"> • Receive direction, instruction, guidance and priorities. • Provide expert, authoritative and evidence-based advice. • Contribute to broader projects (upon request)
SRSE Team	<ul style="list-style-type: none"> • Develop a wider understanding of SRSE portfolio to enable greater contribution. • Contribute to group decision making processes, planning and goals. • Collaborate, knowledge share and communicate openly. • Learn about other support functions within SRSE. • Enact best practice models. • Provide support and advice to SRSE strategic Initiatives
NST Senior Leadership Team	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships and communication channels. • Provide expert advice, recommendations, reports and data to inform decisions. • Recommend and gain endorsement, and report on status of continuous improvement initiatives. • Provide advice and information on NST status within the various programs and on changes / risks which may affect arrangements or operations.
NST Leaders	<ul style="list-style-type: none"> • Provide support and expert advice on HR processes relevant to all business units within NST. • Provide reporting on KPI's, metrics and impact across the organisation.
IT, Legal, Security, HR Shared Services	<ul style="list-style-type: none"> • Develop effective working relationships with ANSTO Enablers.
External	
AINSE, Academia, Industry, Government and Agencies.	<ul style="list-style-type: none"> • Develop effective working relationships. • Respond to enquiries promptly.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Operations Lead
Direct Reports	Nil
Indirect Reports	Operations Specialists (3)
Financial Data (2022/2023)	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A

Assets	N/A
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Special / Physical Requirements

Location:	Lucas Heights
Travel:	May be required travel to ANSTO sites from time to time
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 enter radiation areas under tightly regulated conditions
Hours:	Willingness to work 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>AP- All Workers 2362</u> 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
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ORGANISATIONAL CHART

Refer to published Organisational Chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Advanced Diploma in business administration or HR or equivalent relevant experience.
2. Specialised in HR onboard program and strong technical capability in learning new software programs.
3. Demonstrated experience managing and negotiating legal agreements in a Research landscape.
4. Knowledge, understanding and practical experience in providing operational HR support and services in a Research Institute.
5. Demonstrated understanding of and experience in applying capabilities including critical thinking, moving from strategic to tactical execution with agility in a changing work environment.
6. Ability to be able to influence senior position holders and/or external stakeholders.
7. Ability to establish and maintain good working relationships using strong interpersonal skills with stakeholders and the ability to work in a highly collaborative way to build and maintain ongoing productive working relationships.
8. Flexibility in approach to work with strong team and customer focus.
9. Advanced level of interactive verbal and written communication skills.
10. Demonstrated experience in developing and executing continuous improvement models with a strong attention to detail.
11. High level of diplomacy and confidentiality.

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:	Alison Simpson	Name:	Sandy Haig
Title:	Senior Manager, Research Office	Title:	GM, SRSE
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