



POSITION DESCRIPTION

Position Title:	Group Executive, Infrastructure and Engineering Services
Cluster / Business Unit / Division	Infrastructure and Engineering Services
Classification:	Band 10
Job Family:	Organisational Leadership
Position Description Number:	PD-2468
Work Contract Type:	Manager, Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The Group Executive (GE) Infrastructure and Engineering Services reports to the CEO and is a member of the ANSTO Executive Standing Committee. The position has overall responsibility and accountability for successful delivery of engineering projects within the specified cost, time, and quality parameters ensuring governance and oversight of Infrastructure projects across ANSTO. The role is also responsible for providing leadership and strategic guidance for engineering services to support ANSTO including engineering design and maintenance.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages both frontier science and engineering to achieve outcomes and impact for Australia. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds national industries and protects the environment. ANSTO is the home of Australia's most significant nuclear landmark and national infrastructure for nuclear science research and innovation. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year and the opportunity to collaborate with ANSTO.

ACCOUNTABILITIES & RESPONSIBILITIES

Organisation Accountabilities

- Co-own the ANSTO vision and strategy, and translate this into goals and action plans which strengthen the "best for ANSTO" and achievement of overall organisational priorities.
- Provide strategic advice and leadership to key stakeholders and work collaboratively as a key member of the ANSTO Executive Standing Committee.
- Promote diversity, inclusion and equity principles to build a culture where individuals can thrive and effective teams deliver results the right way.
- Responsible for risk management in line with Board expectations and the ANSTO Enterprise Risk Management Framework.
- Uncompromising leadership and ownership of Safety at ANSTO, through the ANSTO WHS MS – safety is front and centre all the time, every time.
- Role model for the ANSTO Values, so they permeate across the organisation.
- Additional duties as required and as directed by the CEO.

Role-Specific Accountabilities

- Provide leadership to Program Managers/Directors to lead and direct multi-disciplinary project teams in the safe design, build, delivery and implementation of ANSTO's engineering projects to schedule, project specification, ANSTO engineering standards and budget working with the business to effectively install and commission handover of projects.
- Regularly monitor the engineering programs progress against the planned schedule and budget. Implement tracking systems to measure key performance indicators (KPIs) and compare them to the project/programs plans to provide visibility into any deviations from the original plan, allowing for early identification and corrective action.
- Ensure Engineering Services group and project deliverables comply with regulatory bodies and legislation and that audit and assurance review findings and/or requirements are implemented in a timely manner.
- Ensure strong project governance of infrastructure/engineering projects and an uplift in project management capability including business case development where required, budget management, simple and clear project management methodology and tools, and that effective periodic implementation reviews are performed.
- Implement and enforce quality standards and procedures to ensure work outputs meet or exceed customer expectations. Conduct regular reviews of services and provide constructive feedback and ensure adherence to engineering best practices set by the Chief Engineer.
- Oversee and manage a centralised drafting and design of engineering specifications service for engineering projects and operational requirements to ensure high quality engineering designs and segregation of duties aligned to ANSTO's engineering technical control framework.
- Drive procurement activities for the engagement of required contractors and consultants across the Engineering Services, monitoring the overall contract deliverables to ensure work is completed to standards, budget and complies with regulation and legislation.
- Foster strong relationships with customers and stakeholders, especially, but not limited to the Office of the Chief Engineer, ensuring their expectations are managed effectively. Proactively address concerns or changes in requirements, ensuring project alignment with stakeholder needs.

Decision Making

- 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).
- Within this, the Group Executive Project and Engineering Services operates with a high level of autonomy and makes decisions aligning with ANSTO's strategic direction, forward planning, setting priorities and guiding staff performance and development, keeping the CEO informed.
- The ANSTO Values, Corporate Plan, Business Plan and Excellence programs, as well as the framework of legislation, policies, professional standards and resource parameters provide context for the position.
- The position provides expert and authoritative direct advice to the Chief Executive Officer and Executives on all matters relating to the delivery of Projects and Engineering Delivery Division and those relating to GE Project and Engineering Delivery accountabilities.

Key Challenges

- Achieving multiple program objectives through internal and external providers, manage to deadlines and balance competing demands and priorities.
- Working collaboratively across ANSTO to achieve outcomes where influencing and negotiation is required to obtain appropriate resourcing and co-operation.
- Ensuring good governance, including standards, plans and priorities, is understood and continually strengthened, developed and applied in a consistent manner.

- Ensuring current and future divisional goals and objectives are delivered on time and within budget, which contributes to a sustainable ANSTO.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Chief Executive Officer	<ul style="list-style-type: none"> • Receive broad guidance and professional support. • Provide expert advice. • Consult and collaborate on strategy. • Exchange information.
Executive Standing Committee	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals. • Collaborate and share accountability. • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Lead and manage direct reports
All ANSTO groups	<ul style="list-style-type: none"> • Negotiate and influence the adoption of consistent risk management systems, practices and processes. • Motivate and influence stakeholders to continuously improve and operationalise risk management processes
External	
ANSTO Board	<ul style="list-style-type: none"> • Provide timely and accurate input and advice as required
Government, regulators, strategic partners and key stakeholders	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships. • Provide expert, authoritative and evidence-based advice. • Actively contribute and represent ANSTO and the Australian Government position. • Share knowledge and deliver outcomes through partnerships
National and international bodies, forums and taskforces	<ul style="list-style-type: none"> • Actively contribute and represent ANSTO and the Australian Government position

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Chief Executive Officer
Direct Reports	<ul style="list-style-type: none"> • Head of Engineering Delivery PMO • Head of Project Delivery • Program Directors • Head of Engineering Design • Manager Maintenance
Indirect Reports	TBC

Financial Data (2021/2022)
Revenue / Grants
Operating Budget
Staffing Budget
Capital Budget
Assets

Special / Physical Requirements	
Location:	Lucas Heights or Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Potential travel to ANSTO sites within Australia Potential 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) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions. Perform duties in an area where radioactive materials are handled under tightly controlled safety 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
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Group Executive / General Manager
Nuclear Baseline	Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties. This position is considered within the Nuclear Baseline

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Relevant degree or qualification in Engineering or related discipline.
2. Significant experience and demonstrated success at an executive level in an organisation of significant size, regulation and complexity.
3. Demonstrated success in leading significant capital, project and infrastructure delivery and management of engineering services.
4. Sound understanding of accreditation standards, risk management and program governance.
5. Effective long-term planning experience, including sound analysis, decision making and judgement.
6. Strategic thinking with the capacity to develop proactive and innovative solutions to complex, multi-faceted issues and problems (“think around corners”).
7. Demonstrated ability to lead in a constantly changing environment and manage that changing environment in a way that improves ANSTO.
8. Highly developed communication, negotiation, presentation, and interpersonal skills, effective across a range of diverse stakeholders.
9. Demonstrated customer focus - developing and implementing focused solutions and services.
10. Strong financial management and governance at an executive level including the ability to allocate resources effectively, identify and manage risks, and adapt effectively to changes in the environment.

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:	Shaun Jenkinson	Name:	Shaun Jenkinson
Title:	Chief Executive Officer	Title:	Chief Executive Officer
Signature:		Signature:	
Date:		Date:	