



POSITION DESCRIPTION

Position Title:	Licensing and Operations Officer
Cluster / Business Unit / Division	Nuclear Science and Technology
Section or Unit:	Nuclear Materials Development and Characterisation
Job Family:	Science
Classification:	Band 6
Position Description Number:	PD-2450
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Research and Sciences

POSITION PURPOSE

The Licensing and Operations Officer is responsible for ensuring that a collective group of capabilities within the prescribed radiation facilities (PRFs), including the source licence, are managed in accordance with the legislative requirements of the Nuclear Materials Development and Characterisation (NMDC) platform. The role also has oversight of operations and development for capabilities within the PRFs integrated into the overall operations of NMDC. The role also provides leadership, and co-ordination across NMDC to ensure the platform operates in accordance with safety, quality, regulatory and compliance obligations, enabling it to achieve strategic objectives.

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.

Research Infrastructure portfolio consists of platforms established on scientific infrastructure and capabilities, with a number of the platforms categorised as landmark infrastructure. Includes a range of scientific assets, infrastructure, capability development & delivery for multi-decadal, multidisciplinary, multi-user platforms for a collaborative user community and for internal research and development endeavours. Nuclear Materials Development & Characterisation (NMDC) conducts materials synthesis, characterisation, modelling, testing, and product development for ANSTO and industrial clients. The platform is engaged with the energy, aerospace, defence, minerals and manufacturing sectors and provides an integrated multidisciplinary service and expertise, including radioactive materials research and development.

The NMDC is Australia's primary source of know-how in the development, characterisation, modelling and testing of radioactive materials and one-stop-shop for radioactive processing facilities unique to Australia. The NMDC supports ANSTO's mission-based research themes, development of waste solutions and collaborates with Australian and international universities.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Ensure world-class active facilities and user support is delivered to internal stakeholders, academic, industrial and commercial clients. This includes technical feasibility and safety reviews of proposals and client requests. Work with members of the team to provide expert knowledge to support the development of the user community, experiments, data analysis, processes, and facility-based user training.

- Develop and implement plans including objectives, targets, and activities to achieve NMDC's operational strategy. Monitor and evaluate the activities of the prescribed radiation facilities according to ANSTO's legislative requirements.
- Responsible for leading all aspects of NMDC operations with the prescribed radiation facilities including the NMDC source licence requirements in order to support ANSTO's research mission, its operations and to external clients. The role includes identifying and allocating resources, preparing operational plans for the delivery of projects.
- Authorises and leads the management system to store, manage, import and export radiological and nuclear materials (ie.sources) into and out of PRFs.
- Facilitate approved engagements of source materials with internal and external stakeholders including industrial and commercial clients.
- Lead the review of plans and arrangements for controlled facilities, materials and equipment in accordance with regulations.
- Lead the renewal of the NMDC facility Safety Analysis Reports (SAR) in line with legislative requirements.
- Leads, reviews and authorises all planned compliance requirements for the NMDC platform including change control assessment.
- Leads the coordination and preparation of all compliance reports and responses from audits and reviews.
- Manages governance risk and compliance for the prescribed radiation facilities including safe working practices, policies and processes that translate across the NMDC platform to ensure that users, staff and visitors are working in a safe environment and contribute to improvements to ANSTO's safety culture.
- Lead the development, monitoring and improvement of the laboratory management system and practices that ensure compliance with ANSTO, WHS, environmental and licencing and radiological policy and regulations.
- Support the technical writing of documents across the PRF compliance documents.
- Maintain awareness and implements improvements from changes to ANSTO, national and international best practice.
- Undertake additional duties as required, including the allowance to perform other duties such as facility officer or licence nominee functions during period of leave of other staff.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the NMDC Active Facilities operational functions, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy and NMDC objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determines objectives and plans for Active Facilities operations function within the context of NMDC objectives and will consult with the Leader of NMDC on complex, sensitive and major issues that have a significant impact on the NMDC.
- 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

- Balancing priorities to ensure objectives, plans, targets and activities are met.
- Ensure adherence and compliance to all relevant regulations within the prescribed radiation facilities and NMDC source licence requirements.
- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines.
- Keeping abreast of recent developments in field, ensuring continual improvement and implementation of best practise.
- Promoting and maintaining a high standard safety culture within the facility to ensure all safety precautions are taken by staff and visitors carrying out research and development activities.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Leader, NMDC	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Staff engagement and quality recruitment • Negotiate and report resources consistent with strategic plans and goals. • Recommend and gain endorsement for plans and goals and other initiatives
NMDC team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Share accountability to deliver again the plan. • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Nil
NST Leaders	<ul style="list-style-type: none"> • Resource conflicts • Liaison regarding resource allocation and workloads
ANSTO Enabler Groups	<ul style="list-style-type: none"> • Engage and negotiate provision of support and services on behalf of NMDC. • Develop and maintain effective working relationships and open channels of communication. • Group contact in relation to cross-cluster projects and programs affecting NMDC Active Facilities.
External	
Universities, Business, Industry, Scientific Institutions	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence-based advice • Ensure safety and regulatory compliance
Suppliers and contractors	<ul style="list-style-type: none"> • To ensure effective communication; operational engagement • Build quality and professional working relationships

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Leader, NMDC
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 Infrequent 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 Laboratory facility physical requirements (lifting, standing for long periods, operating laboratory equipment) 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 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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate national security clearance

Workplace Health & Safety	
Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Officer (definitions found in appendix 1 of AG-2362) 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. Degree in relevant field (Engineering, Science, Management). Post-graduate qualifications highly regarded.
2. Demonstrated experience operating within prescribed radiation facilities or other licenced facilities operations or user-based research infrastructure.
3. Demonstrated experience leading, and operating research infrastructure within a highly regulated environment.
4. Sound understanding of and adherence to ARPANSA and ASNO regulatory requirements.

5. Extensive technical knowledge and experience developing and improving safety and regulatory systems for regulated laboratories that include handling, processing and transport of radioactive materials.
6. Demonstrated experience leading or delivering operational facilities for projects that require planning, identification and management of risks, delivery timeframes, competing priorities, quality outcomes and resources.
7. Sound experience leading and managing WHS activities within a unit or department.
8. Excellent communication, interpersonal skills, negotiation and influencing skills.
9. Demonstrated experience in managing effective relationships with key stakeholders.
10. Ability to operate within an operational or business excellence framework and lead process change across a multi-disciplinary department or group.
11. Demonstrated commitment to ANSTO values particularly safe, secure and sustainable workplace.

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: Andrew Peele
Title: Acting Leader, NMDC	Title: Group Executive 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