



POSITION DESCRIPTION

Position Title:	Advisor, International Cooperative Programs and Affairs
Cluster / Business Unit / Division	Office of the CEO
Section or Unit:	Government and International Affairs
Classification:	Band 6
Position Description Number:	PD-1951
Work Contract Type:	Professional

POSITION PURPOSE

The primary objective of the Advisor, International Cooperative Programs and Affairs is to coordinate Australia's and ANSTO's participation in key international fora on the peaceful uses of nuclear science and technology, particularly the Regional Co-operative Agreement (RCA) and the Forum for Nuclear Cooperation in Asia (FNCA), as well as support ANSTO's broader research, innovation, business, operational and governmental objectives in other international fora such as the International Atomic Energy Agency (IAEA), Nuclear Energy Agency (NEA) and with counterpart overseas institutions.

ORGANISATIONAL ENVIRONMENT

The Australian Nuclear Science and Technology Organisation (ANSTO) is the national organisation for nuclear science and technology, and uses nuclear science to benefit industry, people and the environment. We focus on delivering excellence in innovation, insights and discovery through our people, partnerships, nuclear expertise and landmark infrastructure.

Government and International Affairs is the gateway for government and international officials seeking ANSTO's assistance as an internationally recognised nuclear science organisation and trusted advisor to government. This includes the provision of high quality advice to both internal and external stakeholders and facilitating the building and maintenance of relationships with all levels of government, research institutions and international nuclear, scientific and commercial partners, helping to maintain ANSTO's reputation nationally and on the global stage.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- In consultation with the International Affairs Manager, manage Australia's and ANSTO's contributions to the Regional Cooperative Agreement (RCA) and its projects, and promote Australia's and ANSTO's reputation within the RCA. Support the Australian RCA National Representative, Lead Country Coordinators, National Project Coordinators, and other RCA stakeholders to help them meet their responsibilities.
- In consultation with the International Affairs Manager, manage ANSTO's activities under the Forum for Nuclear Cooperation in Asia (FNCA) and promote ANSTO's reputation within this forum. Acting as Australia's FNCA Coordinator, support Australia's Senior Officer, project leaders, and project participants.
- In consultation with the International Affairs Manager, the Counsellor (Nuclear) – Vienna, and other members of Government and International Affairs, contribute to the day-to-day management of ANSTO's interactions with the IAEA, particularly in terms of provision of ANSTO experts to IAEA and NEA missions and meetings, participation in Coordinated Research Projects (CRPs), hosting of fellows and scientific visitors and other contributions to IAEA programs.

- Represent ANSTO on relevant national and international committees and deputise, as required, for the nominated Australian delegate at regional nuclear cooperation fora.
- Promote the importance of the RCA, the FNCA and the IAEA and ANSTO's role in those bodies, internally, within government and other circles in Australia.
- Contribute to the development and implementation of Government and International Affairs strategies and business plans, particularly in relation to maintaining Australia and ANSTO's presence in international fora.
- In consultation with the International Affairs Manager, manage ANSTO's bilateral links with counterpart overseas institutions, including supporting internal ANSTO stakeholders by facilitating the establishment and maintenance of relationships with such institutions, through both formal and informal channels.
- As required, support ANSTO's interactions with other multilateral fora such as the OECD Nuclear Energy Agency (NEA), the Generation IV International Forum (GIF) and the Global Initiative to Combat Nuclear Terrorism (GICNT).
- Share and update information on international nuclear science and technology, and maintain networks across Government departments and agencies (especially DFAT, ASNO and ARPANSA), the broader Australian scientific community, and other stakeholders as required.
- Provide timely and balanced advice to ANSTO Management and external stakeholders on matters that are likely to impact on the organisation through production of position papers and reports on topics relevant to international, regional and bilateral cooperation.
- Provide support and advice to internal stakeholders including through drafting of reports, presentations and speeches for high level purposes, including the Annual Report and Board reports.
- Undertake additional duties across Government and International Affairs as required and during periods of leave of other staff, particularly the International Affairs Manager and the International Liaison Officer.

Decision Making

- Determine key work priorities within the context of agreed work plans and in consultation with the International Affairs Manager, and Manager, Government Affairs on complex and sensitive issues.
- 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

- Representing Australia and ANSTO in international, regional or bilateral activities, and exercising sensitivity when liaising with stakeholders from different cultural and language backgrounds.
- Ensuring ANSTO research and operational groups give appropriate priority to international activities, particularly participation in RCA and FNCA projects.
- Building and maintaining relationships with the Australian science professionals located externally to ANSTO to identify possible participation in RCA and FNCA projects, hosts for scientific visitors and fellowships, and other international activities in which ANSTO is involved.
- Having a mature and considered approach to liaison with all stakeholders.
- Being aware of ANSTO's international obligations and interactions with multilateral organisations, and of the wider foreign policy context in which ANSTO operates.
- Developing a coherent picture of ANSTO's existing bilateral arrangements, and prioritising which ones need attention and support.
- Multitasking to competing deadlines.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction. • Provide expert, authoritative and evidence based advice. • Recommend and gain endorsement for plans and goals and other initiatives.
Work area 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 • Collaborate and share accountability. • Negotiate and resolve conflicts.
Direct Reports	<ul style="list-style-type: none"> • N/A
Other departments	<ul style="list-style-type: none"> • Facilitate engagement with international partners
External	
IAEA	<ul style="list-style-type: none"> • Provision of high quality advice to maintain ANSTO's reputation on the global stage • Facilitate the building and maintenance of relationships.
FNCA	<ul style="list-style-type: none"> • Provision of high quality advice to maintain ANSTO's reputation on the global stage • Facilitate the building and maintenance of relationships.
Other multilateral or bilateral nuclear or scientific partners	<ul style="list-style-type: none"> • Provision of high quality advice to maintain ANSTO's reputation on the global stage. • Facilitate the building and maintenance of relationships.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the International Affairs Manager
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed.
Travel:	Some 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).
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions when hosting visitors.
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 (Negative Vet 1).

Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS	All Workers Officer (definitions found in appendix 1 of AG-2362)
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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

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in science, engineering, law, public policy, communications, political science, or other relevant discipline and/or equivalent demonstrated experience.
2. Demonstrated experience or interest in international affairs including multilateral and bilateral cooperation.
3. Demonstrated ability to understand, synthesize and explain complex technical concepts and information and develop communications appropriate for the audience.
4. Demonstrated understanding of nuclear science and technology.
5. Demonstrated experience planning and managing time to meet deadlines and working effectively under pressure.
6. Strong negotiation and networking skills.
7. Demonstrated interpersonal skills, able to work effectively with a wide range of internal and external stakeholders, including those from different cultural and language backgrounds.
8. Strong attention to detail and written communication 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:	Natascha Spark	Name:	Alan Brindell
Title:	Senior Manager, International Affairs	Title:	Director Corporate Affairs
Signature:		Signature:	
Date:		Date:	