



## POSITION DESCRIPTION

<b>Position Title:</b>	Manager, Waste Characterisation
<b>Cluster / Business Unit / Division</b>	Nuclear Operations and Nuclear Medicine
<b>Section or Unit:</b>	Waste Management Services
<b>Classification:</b>	Band 7
<b>Job Family:</b>	Operations
<b>Position Description Number:</b>	PD-1736
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

### POSITION PURPOSE

The Manager, Waste Characterisation ensures the safe, complaint, efficient, effective and sustainable delivery of waste characterisation services in support of key strategic objectives of ANSTO. They are responsible for the development and delivery of the radioactive waste characterisation strategy, business plans, techniques and projects to ensure ongoing compliance to regulatory requirements, minimisation of waste through appropriate categorisation and assuring compliance to waste acceptance criteria for the National Radioactive Waste Management Facility when it becomes operational. They provide expertise and advice and manage a team of characterisation specialists and technicians to ensure operational efficiency and safety as well as leading projects and capability development in the radioactive characterisation space.

### 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.

The Nuclear Operations and Nuclear Medicine group brings together the key areas of Reactor Operations and Waste Management with the commercial businesses of Health and ANSTO Nuclear Medicine (ANM).

Waste Management Services (WMS) is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO’s strategic objectives, regulatory requirements and public expectations.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provide inspired positive leadership for the organisation and help promote a progressive culture that motivates top performance and high morale and delivers a sustained high performing team.
- Lead and manage all aspects of Waste Characterisation operations including planning, identifying and allocating resources, control and management of financial performance and the integration of plans to support business plans, strategies and commercial activities.
- Develop and be accountable for the delivery of the radioactive waste characterisation strategy and business plans in consideration of the ANSTO and WMS strategic plans and goals. This includes identification of future operational and technical requirements and influencing and negotiating across the organisation to use site wide resources to deliver the strategy.

- Set high standards of worker training and maintain accurate and clear documentation for procedures while analysing and continuously improving processes to improve safety, quality, productivity and efficiency.
- Develop and implement objectives, plans, targets and activities to achieve the characterisation strategy while identifying and addressing problems and opportunities both locally and companywide.
- Manage facilities and equipment to ensure operational safety, security, sustainability and compliance with applicable standards, legislative, regulatory and reporting requirements while responding effectively and efficiently to breakdowns and managing return to operations.
- Manage human resources through selection, training, development, performance management and review, recognition and guidance of supervisors and staff and implementation of sound knowledge capture and management processes.
- Mentor direct reports and implement succession and workforce planning, talent management and employee development to ensure sustainable and reliable operations.
- Establish and maintain collaborative relationships, negotiate effective outcomes, and communicate with a diverse range of stakeholders at various levels of scientific or technical understanding to ensure WMS needs are met.
- Represent WMS to internal and external stakeholders, provide expertise for tours and training, keep informed on international best practices, network with and influence technical experts for potential collaboration and/or sharing of knowledge, be accountable for the quality of training to external customers and responding to Government requests through the GIA team
- Plan and implement projects to improve operations and instrumentation.
- Undertake additional duties as required and 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 some independence in determining how to achieve objectives of the unit, 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 Nuclear Operations strategy and Waste Management Services objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to internal and external clients 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 key work priorities within the context of agreed work plans and will consult with the General Manager, WMS on complex, sensitive and major issues that have a significant impact.
- 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**

- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities, deadlines and customer requests
- Keeping abreast of recent developments in field and regulatory requirements ensuring continual improvement and implementation of best practise across radioactive characterisation techniques
- Improving customer service, response times and delivery efficiencies
- Managing staff across a broad range of customer service and technical requirements in a highly regulated environment

- Collaborating and influencing radioactive waste researchers and engineering staff to who may have different objectives to deliver to the WMS strategy.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Staff engagement and quality recruitment</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans, goals and other initiatives</li> </ul>
Manager, Waste Operations and other Clients (including for investigations and events)	<ul style="list-style-type: none"> <li>• Plan and prioritise operational analyses and projects</li> <li>• Organise operator training</li> <li>• Provide expert advice and analysis on characterisation matters</li> <li>• Assist in investigations and monitoring activities</li> </ul>
Direct reports	<ul style="list-style-type: none"> <li>• Provide positive leadership, guidance and support</li> <li>• Set performance requirements and manage performance and development</li> <li>• Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan</li> </ul>
Engineering, Scientific and Maintenance teams	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> <li>• Develop user requirements and project definitions for projects</li> </ul>
<b>External</b>	
LABONET (IAEA)	<ul style="list-style-type: none"> <li>• Keep informed on international best practices on radioactive waste characterisation and management</li> <li>• Network with member states for potential collaboration and/or sharing of knowledge</li> </ul>
ARPANSA	<ul style="list-style-type: none"> <li>• Making changes to facilities or procedures and verifying compliance</li> </ul>
Sydney Water	<ul style="list-style-type: none"> <li>• Interactions with regulator for effluent</li> </ul>
Federal Government	<ul style="list-style-type: none"> <li>• Provide information on radioactive waste and support the process for a National Radioactive Waste Management Facility</li> </ul>
Visitors / VIPs	<ul style="list-style-type: none"> <li>• Provide information to the public in support of safe and effective radioactive waste management</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the General Manager, Waste Management Services
Direct Reports	1 x Waste Characterisation Specialist 2 x Analytical Technologist Additional contractors supporting projects as required
Indirect Reports	Multiple when acting as a client of projects.

## Financial Data (2021/2022)

Revenue / Grants	Nil
Operating Budget	\$0.2M
Staffing Budget	\$0.5M
Capital Budget	Nil
Assets	Approx \$1M NBV

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	Occasional 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) Labour intensive physical requirements (sitting, standing, frequent manual handling up to 20kg) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	Will 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

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Managers / Leaders / Supervisors Building Manager Area Supervisor Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

On file.

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant field of science (physics, chemistry, environmental science or related)
2. Minimum 10 years of experience in analytical radiological measurement techniques and working in highly regulated environments (ARPANSA)
3. Extensive knowledge of radiation interaction with matter and radiation protection measures

4. Demonstrated negotiation skills to persuade and influence others on decisions on strategy, options and processes where there are conflicting drivers
5. Proven experience, leading and managing operational activities and operators to achieve safe and effective management and achieving optimal work performance
6. Demonstrated experience in identifying and implementing process improvements and innovative solutions to complex problems
7. Experience guiding, developing and mentoring staff to deliver safe and effective radioactive services
8. Demonstrated experience in managing effective relationships with key stakeholders
9. Demonstrated ability to initiate and manage change, allocate resources effectively and identify and manage risks

**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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Paula Berghofer	Name:	Paula Berghofer
Title:	General Manger, Waste Management Services	Title:	General Manger, Waste Management Services
Signature:		Signature:	
Date:		Date:	