



## POSITION DESCRIPTION

<b>Position Title:</b>	CAS Operational Support Officer
<b>Cluster / Business Unit / Division</b>	Nuclear Science and Technology
<b>Section or Unit:</b>	Centre for Accelerator Science
<b>Classification:</b>	Band 3
<b>Job Family:</b>	Administration
<b>Position Description Number:</b>	PD-2448
<b>Work Contract Type:</b>	Administration
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The Operational Support Officer provides operational support to the Centre for Accelerator Science (CAS) business unit by undertaking administrative tasks and activities to support the effective operations of the facility. The position requires regular liaison with users regarding the specialised services provided by CAS to ensure user requirements are met.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver significant 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 and Technology (NST) incorporate 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.

The Centre for Accelerator Science (CAS) is a multi-disciplinary team of scientists and engineers supporting academic and industry users across Australia and the world with a suite of ion beam accelerator instrumentation for ultra-sensitive analysis and irradiation applications. The facility informs policy, provides critical services for IAEA, and enables discovery and innovation in areas such as environment, climate and health sciences, space technologies, advanced energy, nuclear and quantum materials, and cultural heritage.

CAS offers accelerator mass spectrometry, sample processing and preparation, ion beam analysis, ion beam implantation, and ion beam irradiation - together in one centre - backed by decades of accumulated experience in accelerator science and in maintaining complex accelerator systems.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provide a broad variety of administrative support functions to CAS:
  - Schedule meetings (internal and external) and prepare associated agendas, record minutes and actions, coordination of internal processes and submissions, and welcome visitors.
  - Liaise with travel desk to assist in travel bookings for CAS staff and ensure it meets ANSTO's travel guidelines.

- Financial and procurement systems support including, but not limited to, preparing service quotations, request for invoice, assisting with internal orders and development of purchase requests in accordance with ANSTO policies and procedures and processing ad-hoc payments.
- Maintain inventory of stationary, including spares for copying equipment.
- Assist in the updating of notices and signage, including hazard notice boards.
- Support the shipping and return of items and equipment.
- Schedule training, or other events, including booking rooms, resources, travel, transport, equipment, and catering.
- Coordinate and manage centralised communications across CAS including maintaining databases, maintaining currency of intranet and internet pages and controlled documents using data provided.
- Collate analytical results and disseminate client results reports, including liaising with clients via email correspondence.
- Proactively work with NST Administrative staff to integrate, co-ordinate and harmonise administrative processes.
- Contribute to the improvement of the CAS working environment and workplace culture in a way that promotes and encourages collaboration, knowledge sharing, engagement, high quality work output and safe work practices.
- Undertake additional duties as required and during period of leave of other staff.

#### Decision Making

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the CAS strategic goals provide the context for the position.
- Determine key work tasks within the context of agreed work plans and assigned activities and will consult with Line Manager or Leader on issues that may have impact on the Operational Support.
- The position holder will refer to the CAS management Team to decide changes to work schedule impacted by operational delays.
- 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).
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#### Key Challenges

- Ensuring the successful completion of duties whilst managing conflicting priorities and deadlines for multiple stakeholders.
- Working smoothly and effectively with the CAS leadership team.
- Ensuring continuous improvement and implementation of best practise.
- Improving customer service, response times and delivery efficiencies in line with ANSTO policies and procedures.

#### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Line Manager	<ul style="list-style-type: none"> <li>● Receive direction, instruction, guidance, and priorities, including conveying information and status of assigned work tasks/activities.</li> <li>● Negotiate and report on operational status and issues.</li> <li>● Escalate matters of priority, task completion and operational issues.</li> </ul>

Business Unit Manager / Leader	<ul style="list-style-type: none"> <li>• Receive instructions, tasks, activities.</li> <li>• Negotiate on timelines and priorities.</li> <li>• Deliver customer focussed administrative support.</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning and goals.</li> <li>• Collaborate and share accountability.</li> <li>• Negotiate and resolve conflicts.</li> </ul>
CAS & ANSTO process owners	<ul style="list-style-type: none"> <li>• Develop effective working relationships.</li> <li>• Liaise and consult in relation to impact of relevant ANSTO systems and process on CAS and vice versa.</li> </ul>
<b>External</b>	
Collaborators, users, visitors, students, regulators, suppliers	<ul style="list-style-type: none"> <li>• Develop effective working relationships.</li> <li>• Provide assistance as required.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the CAS Platform Leader
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 alternate ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, extended hours working at computer)
Radiation areas:	May be infrequently required to enter radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and 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-2362</u> of the ANSTO WHS Management System	All Workers 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. Relevant certificate in office administration, secretarial or equivalent experience.
2. Demonstrated experience providing secretarial or administrative support within a complex operating environment.
3. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook to manage workflow processes and on-line transactions.
4. Experience in procurement and basic accounting methods using SAP or similar operational system.  
Example: Demonstrated experience in managing effective relationships with key stakeholders.
5. Demonstrated ability to work effectively in a team, positively contributing to the team environment.
6. Demonstrated ability to clearly convey information and ideas, and establish effective interpersonal relationships with a wide variety of people.
7. Strong organisational skills, able to prioritise demands, escalate issues when required. Demonstrated ability manage competing demands, establish priorities, organise tasks and meet deadlines.
8. Demonstrated ability to handle sensitive and confidential information and just appropriate judgement and discretion.
9. Strong commitment to customer service.
10. Ability to quickly adapt to technological, structural and procedures changes and maintain professionalism and flexibility.

## 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: David Child	Name: Andrew Peele
Title: Acting CAS Platform Leader	Title: Group Executive - NST
Signature:	Signature:
Date:	Date:

## Appendix 1

<b>ANSTO Job Families</b>
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