



## POSITION DESCRIPTION

<b>Position Title:</b>	Operational Requirements Specialist
<b>Cluster / Business Unit / Division</b>	Infrastructure & Engineering Services
<b>Section or Unit:</b>	Nuclear Medicine Manufacturing Facility Program
<b>Classification:</b>	Band 6
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-2486
<b>Work Contract Type:</b>	Technical
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Engineering

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## POSITION PURPOSE

The Operational Requirements Specialist provides expert leadership in the management and delivery of the Nuclear Medicine Manufacturing Facility (NMMF) Program. The NMMF Program will deliver a new nuclear medicine manufacturing facility to replace ANSTOs currently aging nuclear medicine production of all Technetium-99m generators, Lutetium-177, Iodine-131 and other clinical aseptic radiopharmaceuticals under good manufacturing practice (GMP) certification. This program will deliver a next generation manufacturing facility for ANSTO for sustainable Australian supply of nuclear medicine for the next 40 years.

## 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 Infrastructure and Engineering Services group is responsible for supporting customers realise their business outcomes in delivering engineering projects in accordance with engineering business management systems ensuring delivery to required scope, quality, regulatory compliance, time, and cost. It provides engineering design expertise and delivery of projects and programs with independent oversight from a centralised Engineering Delivery PMO division.

There are currently 4 main units within Major Capital Programs:

- Nuclear Medicine Manufacturing Facility (NMMF) Program
- SyMo Facility Program
- Intermediate Level Waste Capacity Increase (ILWCI) Program
- Nuclear Security Science Capability (NSSC) Program

## ACCOUNTABILITIES & RESPONSIBILITIES

### Key Accountabilities

- Develop and implement detailed project plans for NMMF infrastructure projects, including preparation and control of budgets, scheduling, management of resources and tendering activities in accordance with the procurement guidelines.
- Deliver stakeholder focused solutions with the ability to influence, negotiate and liaise with senior staff including producing quality verbal and written reports and presenting to senior stakeholders.
- Develop and continuously review and maintain a comprehensive and effective design strategy for the delivery of the NMMF project at ANSTO.

- Develop and utilise an advanced knowledge of radiopharmaceutical manufacturing with included GMP and ARPANSA regulatory translation in production equipment and usage including detailed user requirement specification delivery.
- Engage and gain support for the delivery of infrastructure to key stakeholders, including ANSTO Executive and Top management, project teams and affected staff.
- Manage the preparation, revision, modification and approval of specifications, drawings, and other documents as appropriate, and ensure that designs are carried out and reviewed by competent discipline specialists. Provide quality project management and technically sound engineering and manufacturing solutions with the aims of satisfying the client requirements and all associated safety, quality assurance, commercial, technical, and regulatory requirements.
- Build quality working relationships with internal and external stakeholders, customers, suppliers and contractors and proactively respond to and resolve project issues and complaints efficiently and effectively.
- Provide engineering and design analysis, justification of design and safety features and review of engineering design outcomes including developing new ways of working concepts, detailed designs, manufacturing, installation and commissioning.
- Keep abreast of developments in nuclear science, infrastructure design and construction standards, legal and regulatory framework and suppliers of materials, equipment and services.
- Monitor developments and trends in the nuclear industry, with the aim of supporting ANSTO's radioisotope manufacturing interests and identifying and supporting opportunities as well as proactively adapting the project delivery service to assist with evolving business challenges.
- Proactively identify and manage WHSE risks and hazards during siting and construction of new infrastructure. In addition, ensure appropriate supervision of installation and construction work is maintained to certify that the prescribed standards of workmanship have been adhered to.
- Manage change management plan to ensure smooth transition and staff acceptance of new facilities, equipment and processes.
- Commission new installations and undertake post-implementation review/inspection of completed works to ensure that all appropriate environment and technical standards, regulatory requirements and customer expectations and requirements have been met.
- Undertake additional duties as required and during periods 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 position is fully accountable for the accuracy, integrity and quality of the content of their work 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.
- 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**

- Manage the delivery of high-profile, NMMF projects meeting challenging timeframes, budgets and requirements.
- Develop, engage and retain capability and expertise of key staff for the duration of projects.
- Translate conceptual requirements into practical and functional infrastructure that satisfies internal or external, commercial project stakeholders.

## 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 and goals and other initiatives</li> </ul>
Work area team members	<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> </ul>
Project team	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Set performance requirements and manage performance and development (where appropriate)</li> <li>• Engage to monitor trends, performance and progress for projects and evaluate further support which may be required to ensure project delivery</li> </ul>
<b>External</b>	
Principal and Consultant(s)	<ul style="list-style-type: none"> <li>• Principal consultants</li> </ul>
Regulatory Bodies	<ul style="list-style-type: none"> <li>• Report to regulatory bodies including ARPANSA and the TGA when required</li> </ul>
International customers, regulators and suppliers	<ul style="list-style-type: none"> <li>• May be required</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Engineering and Technical Director
Direct Reports	Nil
Indirect Reports	Nil

<b>Financial Data (2023/2024)</b>	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	~\$100M (production design flows and equipment)
Assets	N/A

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to 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
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 federal government clearance

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in AP- <u>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

## ORGANISATIONAL CHART

Refer published organisation chart

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in a Chemical or Engineering discipline or related tertiary qualifications and demonstrated extensive experience in large complex projects.
2. Extensive project management and or delivery experience at project manager level or above.
3. Experience managing external design consultants.
4. Experience managing site start-up and commissioning activities.
5. Knowledge and experience delivering to engineering consulting services in a commercial environment.
6. Experience managing safety, regulatory and security aspects in large complex projects.
7. A strong customer service orientation and team focus
8. Highly developed verbal and written communication skills.
9. Excellent negotiation, conflict avoidance and resolution skills.
10. Desire to seek and promote continuous improvement and willingness to implement change.
11. Effectively implement WHS requirements and develop a responsible safety culture.

## 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:	Mark Moore	Name:	Adele Eagleton
Title:	Engineering and Technical Director	Title:	Project Solutions Director
Signature:		Signature:	
Date:		Date:	