



POSITION DESCRIPTION

Position Title:	Executive Officer – Information Technology
Cluster / Business Unit / Division	Information Technology
Section or Unit:	Information Technology
Classification:	Band 8
Job Family:	Operations
Position Description Number:	PD-2490
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Executive Officer for the Information Technology (IT) Group is to provide high level strategic and tactical advice, planning and project implementation to the Chief Information and Digital Officer (CIDO). This position will assist the CIDO and IT Group in execution of strategic priorities and decision making. The position will represent the CIDO as required, manage special projects, and prepare sensitive and complex correspondence.

The Executive Officer will work closely with the IT Leadership Team to provide a coordinated, portfolio view of critical activities and visibility of key issues to the CIDO. The Executive Officer will act as a liaison between the CIDO and members of the IT Leadership Team, and IT group. This position will represent Information Technology as required, manage special projects, champion stakeholder engagement activities on behalf of Information Technology, prepare sensitive and complex correspondence and deliver continuity to any acting CIDO as required.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

Information Technology is dedicated to operating, enhancing and maintaining ANSTO’s Information and Operational Technology to ensure safe, secure and sustainable digital services. IT is made up of several specialised departments, including Cyber Security, Portfolio and Travel.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide expert and authoritative analysis, advice and support to the CIDO and IT Leadership Team on a broad range of high-level strategic, operational and sensitive issues.
- Steer and support the leadership team, improving the cadence of the office of the CIDO, managing agendas to ensure outcomes, including the implementation of systems and processes to embed and track an effective cadence of work streams.
- Provide management and effective governance of the office of the CIDO, including prioritising, tracking, delegating, and escalating as appropriate.
- Drive a cohesive approach to operations, including internal communications and employee engagement initiatives that help unite the teams across the IT.
- Maximise the time and impact of the CIDO by attending and/or facilitating meetings, synthesising key information and actions both on their behalf, and for their further input. This includes initial review and feedback on materials, papers and correspondence submitted for approval.

- Research and prepare strategic advice, information and reports on diverse and complex matters relevant to IT to ensure the CIDO is appropriately briefed and advised in a timely manner.
- Collaborate cross-functionally to ensure the successful delivery of IT and corporate plans.
- Manage and implement a range of initiatives including but not limited to; strategic planning, cultural change, communication on behalf of the CIDO and IT Senior Leadership Team and/or ANSTO to ensure the achievement of desired outcomes.
- Develop and maintain strategic partnerships with internal and external stakeholders, particularly members of the executive team and their executive officers.
- Provide management and effective governance of the office of the CIDO;
 - Assess workflow and inquiries directed to the CIDO's office, and with appropriate consultation determine the proper course of action including prioritising, tracking, delegating and escalating as appropriate.
 - Aid the CIDO in the preparation of the Board reporting cycle including preparation and review of board reports and presentations.
- Provide high level authoritative advice, analysis, and options to the CIDO on a range of policy and management issues that is comprehensive, accurate and timely.
- Contribute to the development and implementation of office of CIDO strategic plans, business plans and asset management plans. Monitor planning activities and processes to ensure milestones and reporting requirements are adhered to.
- Act as the CIDO point of contact, liaise with stakeholders, action requests to coordinate communication, and proactively ensure tasks meet deadlines.
- Coordinate with the Executive Assistant and key stakeholders to ensure emerging issues are identified, and requests are actioned in a proactive and harmonised way, to deadlines and quality standards, liaise with key stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
- Lead, manage and develop administrative staff to ensure smooth business operations and the provision of accurate and timely information.
- Drive continuous improvement by leading by example, removing barriers, and fostering a culture that values all improvements.
- Provide leadership in respect of diversity, equity, inclusion and belonging within office of the CIDO.
- Undertake additional duties as required.

Decision Making

- The ANSTO Act, values, organisational corporate plan, ANSTO strategy, business and operational plans, and objectives provide the context for this position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided to the supervisor and key stakeholders 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.
- Determine key work priorities within the context of agreed work plans and will consult with the supervisor 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

- Contributing to the design of the strategic vision and collaboratively driving the strategic execution of the CIDO and Information Technology enabling functions and organisational priorities.
- Establishing solid working relationships with a wide range of key senior stakeholders to ensure cross-ANSTO collaboration.
- Being a visible change agent and taking an active role in embedding continuous improvement programs and embedding operational models.

- Develop and implement methods, policies, procedures and systems to assure the highest level of support to the CIDO.
- Brokering joint action and consensus across multiple stakeholders in an environment of finite resources, time constraints, competing priorities and in the absence of direct reporting relationships.
- Anticipating and addressing contentions issues and providing accurate advice on complex issues often within tight timeframes, given the need to collect and assimilate information from a variety of different sources, whilst maintaining confidentiality and exercising diplomacy.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Chief Information and Digital Officer	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Recommend and gain endorsement for plans, goals and key initiatives
IT Senior Leadership Team	<ul style="list-style-type: none"> • Provide strategic, management and expert advice and analysis on a full range of matters • Contribute substantively to Information Technology group decision making processes, prioritisation and planning • Organise, collaborate and share accountability • Negotiate and resolve conflicts
ANSTO Executives & internal key stakeholders	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships • Liaise across ANSTO on a range of issues on behalf of office of CIDO, ensuring open and proactive flow of communication and management information.
Office of the CEO, ANSTO Company Secretary	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships • Share ideas, learning and facilitate information transfer • Coordinate preparation of board papers on behalf of office of CIDO
Peers	<ul style="list-style-type: none"> • Provide leadership, guidance and support
Direct Reports	<ul style="list-style-type: none"> • Set performance requirements and manage performance and development • Engage to monitor trends, performance and progress against strategic plan and evaluate further support which may be required to ensure delivery against the plan
External	
Australian Signals Directorate (ASD)	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships as required • Share knowledge and deliver outcomes through partnerships
Strategic partners and key stakeholders	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships as required internally and externally • Share knowledge and deliver outcomes through partnerships

POSITION DIMENSIONS

Staff Data.	
Reporting Line	Reports to Chief Information and Digital Officer
Direct Reports	Nil
Indirect Reports	Nil
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 May be required to travel 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 infrequently required to enter radiation areas under tightly regulated conditions
Hours:	Willingness to work varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain a NV1 national security clearance

Workplace Health & Safety

Specific role/s as specified in AG-2362 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

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher qualification in relevant discipline or equivalent experience;
2. Experience in dealing with multiple priority issues in short timeframes;
3. Ability to think strategically, handle ambiguity and work in a fast paced, limited direction environment at times;
4. Contributing to strategy, business planning and implementation at an organisational level;
5. Ability to provide high level support to a change program and support and manage risk;
6. Skilled in negotiating, communicating, and influencing others. Having a thorough knowledge of how to use influence and persuasion strategies, with effective conflict resolution skills, capacity to handle disputes constructively and find mutual understanding to reach agreements.
7. Exceptional verbal and written communication skills, including the ability to articulate ideas clearly, persuasively, and adapt communication style to different audiences;
8. Proven ability to make prudent decisions, especially in situations involving high sensitivity, strict confidentiality and/or potential controversy.
9. Strong analytical, conceptual, and problem-solving skills with ability to recognise issues and sound judgement to determine appropriate courses of action. High integrity and ethical standards in all professional dealings.
10. Demonstrated ability to collaborate with a wide range of internal and external stakeholders and manage relationships to ensure effective outcomes.
11. Ability to listen to extensive discussions and provide a concise summary of all pertinent data;
12. Extensive experience in leading, managing and developing teams, including coaching and mentoring 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:	Marianne Morton	Name:	Marianne Morton
Title:	Chief Information and Digital Officer	Title:	Chief Information and Digital Officer
Signature:		Signature:	
Date:		Date:	