



POSITION DESCRIPTION

Position Title:	Science Program Manager, Safeguards Science
Cluster / Business Unit / Division	Nuclear Safety, Security & Stewardship
Section or Unit:	Nuclear Security Science
Classification:	Band 7
Job Family:	PD-2501
Position Description Number:	Management / Research
Work Contract Type:	STEMM
STEMM/NON-STEMM:	Science

POSITION PURPOSE

A Science Program Manager is responsible for providing leadership in management of staff and delivering a designated science program, within the Nuclear Security Science capability area, that aligns with the strategic directions of ANSTO and Nuclear Stewardship.

The position of Science Program Manager, Safeguards Science provides operational management of activities to produce outcomes and achievement of the capability area's objectives, as well as contributes as a project team member.

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 Safety, Security and Stewardship (NSSS) incorporates High Reliability (Safety), Nuclear Security and Safeguards and the Nuclear Stewardship science and technology platform. The Group provides critical enabling functions for ANSTO ensuring operational compliance for a range of regulators as well providing a range of mandated services to federal and state government departments and agencies.

Nuclear Stewardship is the custodian of ANSTO's mandated and site-essential capabilities housed within NSSS that respond to the needs of the Australian Government, industry and the community relevant to nuclear detection, nuclear forensics, radionuclide metrology, radioanalytical chemistry and environmental monitoring. These capabilities underpin ANSTO's ability to be responsive to and prepared for a range of nuclear stewardship related functions and responsibilities through the provision of reliable and trusted scientific and technical advice and specialised services.

The Nuclear Security Science capability area operates Australia's designated nuclear forensics laboratory and works in close cooperation and collaboration with internal and external stakeholders domestically and internationally. Nuclear Security Science has a high profile in international engagement and outreach to strengthen global nuclear security and provides trusted advice and specialised services in support of needs of the Australian Government.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Contribute to the development and implementation of the capability area objectives through implementation of the designated capability area's plans, goals and activities to deliver outcomes to achieve Nuclear Stewardship's strategic objectives and Nuclear Security Science's operational plan.

- Provide oversight of projects within assigned science program by review and reporting on project plans, allocating resources, tracking, reporting of budgets and expenditure and providing reports to line management.
- Develop and maintain collaborative networks across NSSS, NST and CPS to support and advance the delivery of the science program and projects including sharing knowledge, providing support and partnering with other Leaders, Senior Managers, Managers and Project Leads.
- Foster a culture of high-performance that encourages innovation, improves productivity and promotes teamwork and collaboration. Model appropriate and professional behaviour in the workplace and manage people matters proactively.
- Deliver a project management approach to the management of the science programs and provide oversight of science integrity, quality and compliance.
- In conjunction with Manager, Nuclear Security Science, undertake management of the science program's human resources through selection, training, development, performance management and review, recognition and guidance. With the Manager, Nuclear Security Science and other Science Program Managers, undertake succession and workforce planning, talent management.
- Support initiatives and strategies to increase capability area investment through identified partnerships and with external and internal stakeholders.
- Contribute scientific knowledge and expertise to projects as a project team member. Engage in scientific activity ranging from fundamental research to the investigation of specific industry or partnered operational problems and pursue new ideas and approaches that create new concepts.
- Fulfil WHS responsibilities as specified in AP-2362 of the ANSTO WHS Management system.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, business plan, integrated business plan, the NSSS Strategy and Nuclear Stewardship Strategic Objectives and designated science program objectives provide the context for the position.
- Science Program Managers have a key role within the designated science program. The position manages direct reports to deliver science program outcomes.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework a Science Program Manager executes plans to achieve agreed program objectives.
- In collaboration and agreement with the Manager, Nuclear Security Science, other Science Program Managers and Capability Area Managers, the position determines how to achieve outcomes, including deciding on methods and approaches, project planning and allocation of resources and is fully accountable for delivering science program outcomes within agreed timeframes and budgets.
- 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

- Delivering science program results and outcomes to the required standards and timeframes, given the need to be agile and responsive to opportunities, and adapt in an often changing and unpredictable environment.
- Appropriately balancing responsibilities as a Science Program Manager and contributing as a scientist.
- Ensure compliance with the quality and environmental frameworks, safety procedures and practices, regulatory requirements and management principles.
- Keeping abreast of developments in science and technology that may benefit the field of nuclear security science, ensuring continual improvement and implementation of accepted practices.
- Supporting and actively contributing to developing a high performance and engaged workforce.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager, Nuclear Security Science	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular updates on key tasks, issues & priorities • Provide expert, authoritative and evidence-based advice • Support and implement staff engagement and quality recruitment • Negotiate and report on budgets, financial performance and resources consistent with science program objectives, plans, targets and goals • Recommend and gain endorsement for program plans and goals and change management initiatives • Escalate issues and propose solutions
Peers: Science Program Managers & Capability Area Managers	<ul style="list-style-type: none"> • Support leadership team members and work collaboratively to contribute to achieving capability area outcomes • Contribute to capability area decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Science Program Team: Science Project Leaders	<ul style="list-style-type: none"> • Engage and consult to develop and update program goals and plans • Ensure projects reach the highest quality standards and achieve their maximum impact • Engage to monitor trends, performance and progress against the science program and business plans • Evaluate further support which may be required to ensure delivery against the plans
Core Science Program Team: Direct Reports & contributors	<ul style="list-style-type: none"> • Provide management, guidance and support • Set performance requirements and manage performance and development • Engage to monitor trends, performance and progress against the science program and business plans • Evaluate further support which may be required to ensure delivery against the plans
External	
Universities, Business, Industry, Scientific Institutions	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships • Gather and provide expert, authoritative and evidence-based advice • Share knowledge and deliver outcomes from partnered science • Report and provide updates on project status
National and international bodies, forums and taskforces	<ul style="list-style-type: none"> • Actively contribute and represent ANSTO and the Australian Government position

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager, Nuclear Security Science
Direct Reports	1-3 Science Project Leads 3-8 Science Program Staff within science projects

Indirect Reports	Capability area staff contributing to the program (outside of line management of science program)
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Financial Data (2021/2022)

Revenue / Grants	TBC
Operating Budget	TBC
Staffing Budget	TBC
Capital Budget	TBC
Assets	TBC

Special / Physical Requirements

Location:	Lucas Heights and working in different areas of ANSTO as needed
Travel:	May be required to travel to ANSTO sites within Australia occasionally Frequent 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) Laboratory work may require standing for long periods and operating equipment Laboratory facility physical requirements (lifting, sitting, standing, operating equipment, manual handling up to 20 kg) Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	Perform duties with and 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 Ability to hold and maintain a national security clearance

Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers
	Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher in a relevant scientific field with experience and record of scientific achievement.
2. Experience leading and managing a science activity.
3. Extensive experience in and extensive knowledge of Safeguards Science for nuclear security science, through nuclear forensic examinations, publications or reports, and relevant forums
4. Experience coordinating teams to achieve scientific excellence, and desired organisational outcomes.
5. Experience guiding, developing and mentoring staff or students to deliver optimal and aligned science outcomes
6. Ability to, and interest in, becoming proficient in developing and implementing innovative, targeted, cost effective science programs or projects to build capacity and achieve increased performance and outcomes
7. Ability to, and interest in, becoming proficient in financial management, forecasting, planning (both financial and workforce/succession) within a program or project environment.
8. Ability to initiate and manage change, allocate resources effectively, and identify and manage risks
9. Ability to work within a protective security and physical security framework; with the ability to apply discretion and judgement to different situation contexts;
10. Sound communication, interpersonal skills, negotiation and influencing skills at a variety of organisation levels and varied technical understanding;
11. Demonstrated personal qualities that add value to the work group.

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:	Dale Codling	Name:	Jennifer Harrison
Title:	Manager, Nuclear Security Science	Title:	Leader, Nuclear Stewardship
Signature:		Signature:	
Date:		Date:	

Appendix 1

ANSTO Job Families
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