



## POSITION DESCRIPTION

<b>Position Title:</b>	Head of Engineering Quality Management
<b>Cluster / Business Unit / Division</b>	Office of the Chief Engineer
<b>Section or Unit:</b>	Engineering Quality Management
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-2474
<b>Work Contract Type:</b>	Manager
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Engineering

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### POSITION PURPOSE

The Head of Engineering Quality Management is responsible for overseeing the quality of ANSTO's enterprise-wide Engineering and Maintenance activities. This includes the implementation, harmonisation, and management of the Quality Management Systems (QMS), process monitoring, and process audits to ensure compliance with engineering governance and standards resulting in the delivery of quality and safe engineering.

### 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 Office of the Chief Engineer will create an authorising environment through the development of an engineering management system which defines, manages, maintains, and assures safety, compliance, quality and integrity of assets, engineering standards and technical competence at ANSTO. This group provides standards, policies, expertise, engineering technical oversight and governance which supports engineering delivery and to provide challenge to certain engineering outcomes.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Oversee the development and implementation of the Engineering Management Systems to ensure compliance with industry standards and regulatory requirements.
- Establish and oversee the audit programme to verify that the engineering systems and processes are being followed, identify any deviations, and recommend corrective actions.
- Coach and mentor team members. Ensure the implementation of quality assurance practices across the organisation to maintain the quality of the services provided and prevent defects or failures.
- Provide direction and guidance to other engineering functions and oversee quality discipline activities to ensure they meet the required standards and specifications.
- Collaborate with other departments to integrate engineering quality management practices into their operations and promote a culture of continuous improvement.
- Provide advice in setting quality/safety/environmental strategic direction, objectives and targets suitable for the Office of the Chief Engineer.

- Monitor and report on engineering quality metrics, conduct trend analyses, and develop strategies to improve quality performance.
- Undertake additional duties as required and during period of leave of other staff.

### Decision Making

- 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).
- All Engineering and Maintenance practitioners will understand, utilise, comply with, and identify improvements to the ANSTO Engineering Management System as set by the Office of the Chief Engineer.
- 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 unit strategy and unit 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 ANSTO 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 Chief Engineer on complex, sensitive and major issues that have a significant impact on the unit.

### Key Challenges

- Keeping abreast of and ensuring compliance with continually evolving industry standards, regulations, and laws can be complex. This includes both international standards like ISO 9001 and any industry-specific standards that apply to the organisation.
- Efficiently implementing, managing, and integrating a Quality Management System (QMS) across diverse engineering and maintenance operations is a challenge.
- Developing and maintaining a high-quality engineering output while controlling costs is a delicate balancing act.
- Creating and sustaining a quality-focused culture within the organisation is essential but challenging.
- With technology continually advancing in the engineering field, the Head of Engineering Quality Management must be proactive in identifying and leveraging new tools, techniques, and methods to enhance quality.

### 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> </ul>

Direct Reports	<ul style="list-style-type: none"> <li>• Provide 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>
All ANSTO divisions	<ul style="list-style-type: none"> <li>• Key stakeholder and client groups</li> </ul>
<b>External</b>	
External Suppliers/consultants/regulators	<ul style="list-style-type: none"> <li>• External suppliers, designers, trades staff.</li> </ul>

## POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Chief Engineer
Direct Reports	<ul style="list-style-type: none"> <li>• Engineering Management System Manager</li> <li>• Engineering Quality Lead</li> <li>• Engineering Compliance Lead</li> </ul>
Indirect Reports	<ul style="list-style-type: none"> <li>• QMS Analysts</li> </ul>

Financial Data (2024/25)
Revenue / Grants
Operating Budget
Staffing Budget
Capital Budget
Assets

Special / Physical Requirements	
Location:	Lucas Heights / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time. Frequent travel to ANSTO sites within Australia 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) Public speaking
Radiation areas:	May 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
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain appropriate federal government clearance

**Workplace Health & Safety**

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers General Manager 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**

On file

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

1. Relevant degree in Engineering, Quality Management, or a related field, along with specific training or certification in quality systems management.
2. In-depth knowledge of QMS frameworks and other applicable industry-specific standards, as well as experience in implementing and managing these systems.
3. A thorough understanding of engineering standards, maintenance best practises, and governing regulations specific to the organisation's industry.
4. Proven experience in a leadership role overseeing quality assurance and control within an engineering environment.
5. Experience in managing and collaborating with cross-functional teams, including establishing and nurturing a quality culture across departments.
6. Demonstrated ability to identify, analyse, and effectively resolve quality issues, leading to reduced defects and failures.
7. Strong capability to analyse complex data and systems to identify issues and formulate effective solutions with demonstrated experience in using SAP.
8. Ability to address and meet focus capabilities as stated in the Position Description.

**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:	Name:
Title: Chief Engineer	Title: Chief Executive Officer
Signature:	Signature:
Date:	Date: