



## POSITION DESCRIPTION

<b>Position Title:</b>	Head of Project Delivery
<b>Institute / Division / Business Unit:</b>	Infrastructure and Engineering Services
<b>Section or Unit:</b>	Project Delivery
<b>Classification:</b>	Band 9
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-2506
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM</b>	STEMM

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### POSITION PURPOSE

The Head of Project Delivery strategically leads portfolio managers, program managers, senior project managers, project managers and construction supervisors to deliver major, complex, multi-disciplinary ANSTO infrastructure projects from conception to completion.

The position is an expert in the management of project portfolios and the delivery of infrastructure projects. The position has several direct and indirect reports and provides leadership, supervision and guidance to a number of portfolios and capital projects across ANSTO which Project Delivery are integral to ensuring the successful delivery of. These include Nuclear Operations, Nuclear Medicine, Decommissioning and Infrastructure Programs and Portfolios.

### 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.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Lead and direct the functions of the Project Delivery group, including effective management of staff, budget and resources; and the development and implementation of strategies to improve work practices, systems and processes to ensure the delivery of high quality services and outcomes.
- Responsible for the governance around project delivery to ensure a compliance culture within a heavily regulated nuclear industry
- Provide expert leadership, develop and continuously review and maintain a comprehensive and effective strategy for the delivery of programs for infrastructure projects at ANSTO, including the

strategic directions for the management of the costs, recruitment, development and appointment of internal and external project management resources.

- Oversee the delivery of projects on-time, within approved budget, and conforming to internal and external performance, quality, safety, environmental and regulatory requirements.
- Deliver stakeholder focused solutions with the ability to influence, negotiate and liaise with senior staff including developing quality verbal and written reports and presenting to the Board and CEO
- Engage and gain support for the delivery of infrastructure to key stakeholders, including ANSTO Executive and Senior management, and project teams
- Provide technically sound engineering advice and support for project delivery with the aims of satisfying the client requirements and all associated safety, quality assurance, commercial, technical, and regulatory requirements.
- Provide engineering and design analysis where required, justification of design and safety features and review of engineering work including developing proposals, concepts, detailed designs, scope, time, manufacturing, installation and commissioning.
- Keep abreast of developments and trends in the nuclear industry, with the aim of supporting ANSTO's commercial interests and identifying and supporting opportunities as well as proactively adapting the project delivery service to assist ANSTO with evolving business challenges.
- Lead the development and implementation of strategies, policies and processes for delivering programs and projects , facilitating innovation, growth initiatives and improvements
- Lead and communicate the continuous review of the Group's approach and practice; and identify and initiate reforms to ensure effective, efficient and credible operations.
- 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 with considerable independence in determining how to achieve objectives, including deciding on methods and approaches, business and project planning, and allocation of resources.
- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Chief Executive Officer 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.
- Key work priorities within the context of agreed work plans and will consult with the Chief Executive Officer on the more complex, sensitive and political issues that have a significant impact on the organisation's functions.
- 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**

- Sourcing, developing and retaining critical core engineering skills for ANSTO to meet its strategic objectives now and into the future
- Develop a comprehensive strategy for the Project Delivery group that underpins the successful delivery of major, complex, multi-disciplinary ANSTO and External infrastructure projects in full compliance with evolving customer, stakeholder and regulatory requirements;
- Recruit, develop, retain and motivate an experienced, diverse, high quality project management workforce that earns and maintains the trust and respect of its customers and ANSTO's Executive;
- Oversee the delivery of high-profile programs and projects meeting challenging timeframes, budgets and requirements

- Translate ANSTO’s ideas, objectives and business needs into practical and functional infrastructure that satisfies key project stakeholders.

#### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Group Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for business plans and goals and change management initiatives</li> </ul>
Committees and Working Groups	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to executive decision-making processes, strategic planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</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>
<b>External</b>	
Regulators	<ul style="list-style-type: none"> <li>• Assure regulators site infrastructure risks and services delivery are being managed in accordance with prevailing regulations and ANSTO Policies and procedures.</li> </ul>
Key Stakeholders - local government, external suppliers, construction industry regulators and Standards regulators	<ul style="list-style-type: none"> <li>• Establish and maintain collaborative relationships</li> <li>• Represent and advocate the ANSTO position</li> <li>• Undertake contract negotiations</li> </ul>

#### POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Group Executive, Infrastructure and Engineering Services
Direct Reports	Portfolio and Program Managers
Indirect Reports	Consultants, agency staff, project team members.
<b>Financial Data</b>	
Revenue / Grants	N/A
Staffing Budget	\$tbc M
Capital Budget	\$50 – 70 M annually
Assets	\$ 3.7 M
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights
Travel:	Frequent travel to ANSTO sites within Australia Frequent travel both internationally and nationally Field work in remote locations

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
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, including after-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 <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Group Executive / General Manager Managers / Leaders / Supervisors 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**

Ref published org chart

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Degree in Engineering and / or Master's level qualifications in Engineering
2. Demonstrated Leadership skills and extensive experience at a senior management level of an engineering organisation of significant size, regulation and complexity with a demonstrated capacity to provide customer service and a focus on value up, down and across the organisation
3. Experience leading teams to ensure compliance and risk management principles are maintained to deliver complex projects in a heavily regulated industry (Nuclear or equivalent industry)
4. Strong strategic thinking, commercial and planning skills and experience and the capacity to develop innovative solutions to complex, multi-faceted issues and problems
5. Demonstrated high-level communication and negotiation skills with the capacity to influence key external and internal decision makers and stakeholders including the Board, executive management and others.
6. Proven ability to lead, undertake and promote organisational change initiatives
7. Thorough knowledge and understanding of relevant legislative provisions and regulations
8. Strong Industry Awareness and familiarity with all appropriate local and international requirements, within a safety critical organisation
9. Demonstrated ability to manage contracts administration and compliance with contract requirements

### **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:	Con Lyras	Name:	Con Lyras
Title:	Group Executive, Infrastructure and Engineering Services	Title:	Group Executive, Infrastructure and Engineering Services
Signature:		Signature:	
Date:		Date:	