



## POSITION DESCRIPTION

<b>Position Title:</b>	Laboratory Manager
<b>Cluster / Business Unit / Division</b>	Nuclear Safety, Security & Stewardship
<b>Section or Unit:</b>	Nuclear Stewardship – Nuclear Forensics
<b>Classification:</b>	Band 5
<b>Job Family:</b>	Science
<b>Position Description Number:</b>	PD-1724
<b>Work Contract Type:</b>	Professional/Technical
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The Laboratory Manager provides management of the operational activities of the Nuclear Forensics capability area by ensuring efficient and compliant operation, maintenance and use of laboratory facilities, equipment and procedures.

### 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.

The Nuclear Safety, Security and Stewardship group (NSSS) includes High Reliability (Safety), Nuclear Security and Nuclear Safeguards, and Nuclear Stewardship. ANSTO's leadership in nuclear safety, security and stewardship underpins Australia's nuclear capabilities. The Nuclear Safety, Security and Stewardship Group enable this critical capability to be strategically positioned to support ANSTO in achieving our vision and mission and Government more broadly.

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, ANSTO 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 Forensics 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 Forensics 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

- Under guidance of the Science Program Manager, Services and Operations or delegate, lead the compliance with quality, safety, safeguards, security, environmental, and operational requirements of the laboratory.
- Contribute to a working environment which promotes teamwork and knowledge sharing, is collaborative and user focussed and achieves quality scientific outcomes and results.
- Supervise and co-ordinate laboratory users, providing instruction, guidance, direction, training and technical leadership to facilitate the access and use of the laboratory by users, collaborators and contractors.

- Manage facilities and equipment through an asset management framework and improvement program to ensure reliability of assets, productivity and availability.
- Manage a suite of scientific laboratories and associated equipment to ensure maintenance and calibration is undertaken and recorded appropriately, quality control measures are performed and tracked, and documentation of methods and procedures and associated data are appropriately recorded and managed.
- Practice good laboratory housekeeping/tidiness including ensuring adequate stock of chemicals and consumables is maintained for new and existing users.
- Utilise specialist technical and scientific knowledge and expertise to conduct, examine, interpret, check and validate laboratory methods and results to provide scientific analysis and ensure accuracy of results produced.
- Participate in domestic and international engagement and outreach projects, through providing support to the project lead in organising, coordinating and implementing training exercises and workshops.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, NSSS strategy, Nuclear Stewardship and Nuclear Forensics capability area objectives provide the context for the position.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position will be provided with the parameters in which to operate the laboratories and facilities. The position has some independence in determining the tasks and activities required to achieve day-to-day operational outcomes.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice and services provided to users and staff and is required to ensure that decisions are based on sound evidence.
- Daily work priorities are determined within the context of agreed work plans and schedules, consulting with line management on complex, sensitive and major issues that have a significant impact on the laboratory operations.
- 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**

- Ensuring the laboratory and its users are compliant with applicable legislation, standards, policies and best practices (e.g. Workplace Health and Safety and ISO9001 requirements).
- Managing time effectively and being adaptable to satisfy needs of multiple internal and external customers.
- Managing resources in order to keep on top of multiple projects and ensure the timely delivery of outcomes.
- Having a clear understanding of information security requirements and a commitment to the application of protective measures.
- Progressively gaining a reputation in the field of nuclear forensics, through support to technical development work, outreach projects and communicating outcomes.
- Operating effectively within the team as a team member and technical specialist.
- Working safely to reduce risk to self and others.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Line Manager	<ul style="list-style-type: none"> <li>• Receive direction and guidance</li> <li>• Provide authoritative and evidence based advice</li> <li>• Recommend and gain endorsement for improvement or development of plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide and receive supervision, instruction, direction, support, training and technical leadership</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve scheduling or laboratory access conflicts</li> </ul>
ANSTO Users (scientists, researchers, post-docs) Other ANSTO staff accessing laboratories & facilities	<ul style="list-style-type: none"> <li>• Co-ordinate laboratory availability and usage</li> <li>• Develop sample processing strategies</li> <li>• Assess competence to undertake activities within laboratory/s</li> <li>• Understand user requirements and desired outcomes</li> <li>• Provide technical advice, analysis and training</li> </ul>
<b>External</b>	
Users (scientists, researchers, post-docs, students, State and Territory law enforcement agencies)	<ul style="list-style-type: none"> <li>• Co-ordinate laboratory availability and usage</li> <li>• Develop sample processing strategies</li> <li>• Assess competence to undertake activities within laboratory/s</li> <li>• Understand user requirements and desired outcomes</li> <li>• Provide technical advice, analysis and training</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>• Purchase laboratory consumables, chemicals and equipment</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Science Program Manager, Services and Operations or delegate
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to ANSTO sites within Australia occasionally Infrequent travel both internationally and nationally May be required to undertake field work in remote locations from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Laboratory facility physical requirements (lifting, sitting, standing, operating equipment, manual handling up to 20 kg) 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 Required to hold the appropriate national security clearance

### Workplace Health & Safety

Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers May be required to undertake one or more of the specified roles within the context and course of their duties Area Supervisor Building Manager Building Warden Contractor Supervisor Source Responsible Officer Nominated Safeguards Authorised Officer SRA Process Owner
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### ORGANISATIONAL CHART

Refer to published organisational chart

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant field of science (chemistry, radiochemistry, environment, forensic science), or related discipline.
2. Extensive experience in a scientific field.
3. Demonstrated experience operating within and overseeing others to adhere to applicable standards, regulations and legislation (radiation safety, ARPANSA regulations, quality systems etc.).
4. Demonstrated experience in supervising, providing safety and operational training and instruction to laboratory/facility users of varying skills and abilities.
5. Ability to work under limited supervision, prioritise work and respond to changing priorities and deadlines.
6. Experience and proactive approach to following policy, procedures and guidelines.
7. Willingness to provide experimental support to other scientists.
8. Advanced technical writing skills.
9. Willingness to learn, adapt and develop improved processes and procedures.
10. Strong interpersonal and communication skills with the ability to interact and communicate with a varied and multidiscipline audience.
11. Demonstrates personal qualities that will 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:	Tina Paneras	Name:	Jennifer Harrison
Title:	Science Program Manager, Services and Operations	Title:	Leader, Nuclear Stewardship
Signature:		Signature:	
Date:		Date:	

## Appendix 1

<b>ANSTO Job Families</b>
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