



POSITION DESCRIPTION

Position Title:	Head of Operations
Cluster / Business Unit / Division	Nuclear Science and Technology
Section or Unit:	Centre for Accelerator Science
Classification:	Band 8
Job Family:	Science, Research
Position Description Number:	PD-2495
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM Category:	Technical

POSITION PURPOSE

The Head of Operations oversees all operational aspects of ANSTO's Centre for Accelerator Science (CAS), ensuring safety, efficiency, and compliance with regulations, optimising resource utilisation, and fostering a culture of collaboration and innovation. This role is critical in enabling CAS to perform as a world-class facility that delivers excellence in accelerator science for a diverse research and industry user community both nationally and internationally. Their technical leadership inspires a program of continuous improvement and delivers strategic development of accelerator systems and technologies, scientific instrumentation, laboratory equipment, and supporting infrastructure, to position CAS as one of the foremost hubs of technical capability within the global community.

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.

Nuclear Science and Technology (NST) incorporate ANSTO's research, innovation, landmark research infrastructure, and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge, and provides nuclear-based products and services for the benefit of Australia.

The Centre for Accelerator Science (CAS) is a multi-disciplinary team of scientists, technicians and engineers supporting academic and industry users across Australia and the world with a suite of accelerator instrumentation for ultra-sensitive measurement, analysis and irradiation applications. As a user facility open to all, supported by the National Collaborative Research Infrastructure Strategy, CAS informs policy, provides critical services for IAEA, and enables discovery and innovation in areas such as environment, climate and health sciences, space technologies, advanced materials for energy and quantum, and cultural heritage.

CAS operates four tandem particle accelerators and a wide range of advanced (and often bespoke, in-house designed) engineering systems, scientific instrumentation, equipment, and technologies across twelve beamlines for accelerator science applications and twelve chemistry laboratories for specialised sample processing. CAS offers accelerator mass spectrometry, sample preparation, ion beam analysis, ion beam implantation, and ion beam irradiation - together in one centre - backed by decades of accumulated experience in accelerator science and operations.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

Leadership and Operations Management

- Lead and manage the provision, maintenance, development and continuous improvement of systems, processes, instruments, technologies, and equipment to ensure world-class safety, quality, and efficiency in how and what CAS operates.
- Lead multi-disciplinary teams of technical engineering experts to achieve excellence by inspiring an inclusive and innovative environment that promotes psychological safety. Formulate and prioritise plans and objectives that communicate vision and translate the CAS strategy into measurable deliverables for technical operations.
- As a core member of the CAS senior management team, produce content for business plans and report on CAS performance against targets and objectives, devise new ideas and strategies for growth including for streamlining and workforce development, engage with collaboration and funding opportunities.
- Manage CAS facilities and equipment through ANSTO's Capital Portfolio management framework to ensure both reliability and availability of facilities against operational safety and compliance requirements
- Take on additional duties or deputise for the CAS Director, as requested

Safe and Compliant Operations

- Lead the development, management, monitoring and oversight of systems, procedures and practices that ensure compliance with all relevant regulations, safety standards, and policies governing CAS operations. This includes managing the CAS Safety and Risk Register.
- As Licencing Officer, ensure all accelerator operations are compliant with ARPANSA licence conditions and manage all CAS licencing responsibilities, as required by regulator.

Technical leadership

- Apply significant technical expertise within a project management framework to lead and/or oversee the development and delivery of CAS capital investment projects for accelerator technologies, scientific instrumentation, and engineering systems in consultation and/or collaboration with stakeholders and scientific experts.
- Provide subject matter expertise in troubleshooting complex issues, implementing solutions, and driving continuous improvement initiatives.
- Represent ANSTO and CAS within global technical forums and foster value-add partnerships with local and global communities, to inform strategic decisions and planning for advancements in accelerator science, instrumentation, and related technologies

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the operations function, 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 NST strategy and CAS objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided, 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.
- Determines objectives and plans for CAS Operations functions within the context of CAS objectives and will consult with the CAS Director on complex, sensitive and major issues that have a significant impact on the function. Consults with group leaders on Operations objectives and plans that involve Science and Chemistry 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

- Managing multi-disciplinary units and teams, which may have conflicting priorities
- Ensure adherence and compliance to all relevant regulations
- Ensuring the successful implementation of objectives and project completion whilst managing conflicting priorities and deadlines
- Keeping abreast of recent developments in field, ensuring continual improvement and implementation of best practice.
- Improving operational effectiveness, service, response times and delivery efficiencies.

KEY RELATIONSHIPS

Who	Purpose
Internal	
CAS Director	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Collaborate on workforce development and people management practices for CAS, ensuring quality recruitment and staff are effectively engaged in their work • Recommend and gain endorsement for strategic operational plans, goals and other initiatives. • Negotiate and report on budgets and KPI's consistent with strategic operational plans and goals.
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support. • Set objectives and performance requirements, manage their performance and development. • Provide regular updates on key tasks, issues and priorities • Engage in monitoring trends, operational performance and progress against the strategic plan and evaluate any further support that may be required to ensure delivery against the plan. • Allocate tasks and set priorities to ensure smooth and effective operations, maximising productivity, ensuring compliance, and continuously improving. • Negotiate and resolve conflicts
CAS management team members	<ul style="list-style-type: none"> • Provide expert advice on a full range of matters • Contribute to group decision making processes, planning and goals. • Collaborate and share accountability. • Negotiate and resolve conflicts.
CAS & ANSTO process owners	<ul style="list-style-type: none"> • Develop effective working relationships. • Liaise and consult in relation to impact of relevant ANSTO systems and process on CAS and vice versa.
External	

Collaborators, users, visitors, students, regulators, suppliers	<ul style="list-style-type: none"> • Develop and maintain effective working relationships. • Provide expert, authoritative and evidence based advice.
National & international bodies, forums and taskforces	<ul style="list-style-type: none"> • Develop national and international networks that produce knowledge and skills sharing in operations management and technical development of large infrastructure, national user facilities, and accelerator science and technologies

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the CAS Director
Direct Reports	3 – 5 technical specialists, team leads
Indirect Reports	5-10

Financial Data (2022/2023)

Revenue / Grants	From list
Operating Budget	From list
Staffing Budget	From list
Capital Budget	From list
Assets	From list

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to alternate ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, extended hours working at computer) Laboratory/workshop facility physical requirements (lifting, standing for long periods, operating machinery, equipment, wearing personal protective equipment)
Radiation areas:	May be required to enter radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	<p>All Workers Managers / Leaders / Supervisors</p> <p>May be required to undertake one or more of the specified roles within the context and course of their duties</p> <ul style="list-style-type: none"> • Area Supervisor • Building Warden • Contractor Supervisor • Facility Officer • Building Manager
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ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant field (Engineering, Science, Management). Masters or PhD qualifications highly regarded.
2. Track record of application of technical expertise in the development of research infrastructure in relevant field
3. Significant experience leading, managing and operating within a large scientific infrastructure facility/s.
4. Experience contributing to strategy formulation and ability to interpret strategy into operational objectives and plans.
5. Proven success leading and managing teams to achieve excellence, desired organisational outcomes and achieving optimal work performance. Experience guiding, developing and mentoring staff
6. Demonstrated experience leading and managing WHS and regulatory compliance activities within a unit or department.
7. Excellent communication, interpersonal skills, negotiation and influencing skills.
8. Demonstrated experience managing large or divisional financial plans, forecasting, planning and cost control.
9. Ability to operate within an operational or business excellence framework and lead business process change across a multi-disciplinary group.
10. Demonstrated ability to initiate and manage change, allocate resources effectively and identify and manage risks
11. Demonstrated experience in managing effective relationships with key stakeholders and clients
13. Project management experience, including a sound understanding of the principals and practice of effective resource management to achieve a successful outcome.

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 is the direct manager of the position. Delegated authority is the most appropriate senior manager within the Business Area \(General Manager or Head , in the absence of these roles within the structure, it must escalate to the Group Executive\).](#)

Line Manager		Delegated Authority	
Name:	Ceri Brenner	Name:	Andrew Peele
Title:	Leader CAS	Title:	Group Executive, Nuclear Science and Technology
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