



## POSITION DESCRIPTION

<b>Position Title:</b>	Engineering Portfolio and Program Manager
<b>Cluster / Business Unit / Division</b>	ANSTO Maintenance & Engineering
<b>Section or Unit:</b>	ED&SP
<b>Classification:</b>	Band 8
<b>Position Description Number:</b>	PD-2132
<b>Work Contract Type:</b>	Manager
<b>STEMM/NON-STEMM:</b>	STEMM

---

### POSITION PURPOSE

The primary objective of the Engineering Portfolio and Program Manager is to plan, manage and deliver technically sound engineering services across the assigned portfolio, meeting project and customer requirements, including technical, budgetary, safety, regulatory and quality assurance systems requirements. It includes the provision of a high standard of project management for the delivery of a number of related ANSTO projects and/or large and complex multi-disciplinary projects from conception to completion.

### 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 ANSTO Maintenance & Engineering (AME) division provides comprehensive project management, engineering, technical and safety and reliability services and support for the organisation. AME is comprised of the following sub-business units: Engineering Delivery & Special Projects, Engineering Technical Services Group, and AMSG

The Engineering Delivery and Special Projects Group as a sub-business unit, is dedicated to delivering ANSTO's major capital projects and Engineering outcomes. This Office is aligned with the major customer portfolios, including:

- Nuclear Science and Technology, Site Development and Enablers
- Nuclear Operations
- Nuclear Health & Medicine
- Decommissioning

This position holder is an expert in planning, stakeholder management and delivery of Engineering services. The position has a number of direct and indirect reports and provides leadership, supervision and guidance to a number of project teams which will include Engineers, Project Managers, Technical staff, Construction Supervisors, Consultants and Contractors.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

1. Lead and manage a client portfolio/program of Engineering projects/activities and co-ordinate resources to ensure achievement of, technical requirements, contractual obligations, schedules, and quality commitments within the bounds of the organisations policies and procedures.

2. Develop and continuously review and maintain a comprehensive and effective strategy for the delivery of a portfolio/program of Engineering projects at ANSTO.
3. Develop and implement detailed project plans for Engineering projects, including resourcing, budgets, project milestones and deliverables aligned with AME business Strategy, ANSTO corporate plan and ANSTO values.
4. Provide expert advice and manage a responsive business relationship with portfolio and or program clients.
5. Manage project brief formation and negotiations, client satisfaction, risk/issue reporting and escalation, resolution processes and delivery.
6. Develop and communicate delivery status and performance reports, with the goal of enhancing the capabilities of the client's divisional goals and objectives.
7. Collaborate with other portfolio teams to establish and drive appropriate cross functional and client deliverables. Forecast workloads and manage accordingly so that appropriate resources are in place and assigned to projects to meet portfolio deliverables.
8. Work with the GM – ED&SP to manage training and mentoring a multi-disciplinary team including planning, monitoring and appraising employee objectives and performance and providing effective and timely feedback;
9. Manage/monitor project budgets by tracking and approving expenditures, controlling costs, validating expenses, anticipating and providing forecast data through reporting and analytics, providing support and advice to the portfolio team in developing, designing, costing, obtaining funding for and scheduling portfolio projects and or programs.
10. Manage the risk and impact from customer change requests.
11. Utilise judgement and technical experience to undertake technically challenging development and design. This may include design analysis, justification of design and safety features and review of engineering work including proposals, concepts, detailed designs, manufacturing, installation and commissioning, operation and maintenance issues.
12. Build a strong safety culture with the portfolio and program team. Monitor safety throughout the life cycle of projects from initial brief to handover and ongoing operation and maintenance.
13. Compile proposals and progress reports for senior management including the Executive and the Board.
14. Undertake additional duties as required and during period of leave of other staff.

### **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 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 AME strategy & operational 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 manage AME projects, and is required to deliver decisions that 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 GM – ED&SP on complex, sensitive and major issues that have a significant impact on the department.
- 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

- Manage multidisciplinary team consisting of engineers, Project Managers, Technical staff, consultants, and contractors.
- Establish and effectively manage client relationships.
- Seeking innovative solutions to meet customer needs.
- Managing a large portfolio and or program of work from large multi-million-dollar projects down to small equipment modifications across numerous disciplines of engineering.

## 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> <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>
Other departments (name)	<ul style="list-style-type: none"> <li>• Finance</li> <li>• WHS</li> <li>• Quality Department</li> <li>• Communications &amp; Government</li> </ul>
<b>External</b>	
Regulatory	<ul style="list-style-type: none"> <li>• Regulators</li> </ul>
Government	<ul style="list-style-type: none"> <li>• Government representatives</li> </ul>
Engineering Consultancy	<ul style="list-style-type: none"> <li>• Build rapport</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the General Manager Engineering Delivery & Special Projects Group
Direct Reports	1-15 x Engineering Project Staff
Indirect Reports	1-35 Engineering Project staff
<b>Financial Data (2015/2016)</b>	
Revenue / Grants	

Operating Budget	
Staffing Budget	
Capital Budget	\$7-\$20 million P/A
Assets	

### Special / Physical Requirements

Location:	Main location of work Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Some travel to ANSTO sites within Australia Some travel both internationally and nationally Some 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) Labour intensive physical requirements (sitting, standing, frequent manual handling) Frequent movements (climbing, stooping, kneeling, crouching, crawling) Working in a loud environment Public speaking Industrial facility physical requirements (work within an industrial environments) 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 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 <u>AP- All Workers 2362</u> of the ANSTO WHS Officer (definitions found in appendix A of AP-2362) Management System	Managers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
---	---

### ORGANISATIONAL CHART

As per published org chart.

### KNOWLEDGE, SKILLS AND EXPERIENCE

- Qualification acceptable to the Institute of Engineers Australia
- Formal Qualifications in project management or equivalent recognised industry experience

- Significant experience in scoping costing designing and implementing engineering solutions in a highly regulated environment.
- Proven problem-solving ability in delivering creative and systematic solutions.
- Demonstrated ability to lead large projects and utilise project management methodologies to deliver quality and fit-for-purpose outcomes on time and within budget.
- Demonstrated leadership and staff management skills.
- Experience in customer management.
- Technical skills including computing skills and analytical skills.
- Business acumen, ability to think strategically, salesmanship and ability to influence and negotiate.
- Personal qualities that add value to a team operating in a high-level client service / safety & quality environment.