



## POSITION DESCRIPTION

<b>Position Title:</b>	OPAL Project Portfolio Group Leader
<b>Cluster / Business Unit / Division</b>	Nuclear Operations and Nuclear Medicine
<b>Section or Unit:</b>	OPAL Engineering
<b>Classification:</b>	Band 7
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-2526
<b>Work Contract Type:</b>	Professional/Manager
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Engineering

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### POSITION PURPOSE

The primary objective of the OPAL Project Portfolio Group Leader is to co-ordinate the portfolio of Reactor Operations capital projects in accordance with ANSTO's project governance model, supporting their delivery to meet technical, safety, regulatory, budgetary, and quality assurance systems requirements. They are responsible for facilitating the governance of Reactor Operations capital projects, leading a team of OPAL engineers, and provides an interface with ANSTO Engineering to deliver capital projects for the safe, efficient and reliable operation of the OPAL Research Reactor. The role provides project portfolio management, engineering expertise, leadership and guidance to support the management of projects throughout their life cycle.

### 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 Nuclear Operation and Nuclear Medicine group brings together the key areas of Reactor Operations, the commercial businesses of Health and ANSTO Nuclear Medicine (ANM) and Waste Management.

Reactor Operations is responsible for operation of the OPAL Reactor Facility for the purpose of supporting the strategic objectives of ANSTO, including the provision of neutron beams to the Australian Centre for Neutron Scattering and the operation of irradiation facilities for the production of radiopharmaceuticals and other radioisotopes. OPAL Engineering Section provides system and project engineering support to facilitate the safe and reliable operation of the OPAL Reactor Facility.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Oversee the Reactor Operations project portfolio, including planning, prioritising, resource coordination, monitoring and progress reporting.
- Assure the consistent application of the ANSTO Project Management Methodology throughout the life cycle and compliance with governance requirements.
- Work with project managers to ensure the delivery of projects on time and within approved budget, including preparation and control of budgets, scheduling, management of resources and tendering activities in accordance with procurement guidelines.
- Lead a team of OPAL engineers in the development and implementation of consolidated project plans, including resourcing, budget, project milestone, risk management and deliverables.

- Deliver stakeholder focussed solutions and influence, negotiate and liaise with senior staff. Develop quality verbal and written reports and presentations. Manage stakeholder relationships and ensure stakeholders are informed on project progress.
- Apply leadership experience and engineering knowledge to develop a team of engineers to ensure the required expertise is maintained within the group.
- Foster a culture of high performance that encourages innovation, improves productivity and promotes teamwork, collaboration and a strong safety culture. Model appropriate and professional behaviour in the workplace and manage people matters proactively.
- Proactively respond to and resolve complex stakeholder issues and complaints to ensure quality customer service and stakeholder expectations are met.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The ANSTO Asset Management Policy, the ANSTO Strategic Asset Management Plan and the OPAL Reactor Facility Asset Management Plan provide the context for the position from an Asset Management perspective.
- The ANSTO values, ANSTO corporate plan, the Reactor Operations Business Plan and the Reactor Operations Business Management System provide the context for the position from a business perspective.
- The position works within a framework of legislation, policies, professional standards and business management system manuals, procedures and instructions. 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 position is fully accountable for the accuracy, integrity and quality of the content of advice provided to Asset Managers and Service Providers 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.
- Responsible for making decisions within the scope of project delivery and the use of allocated resources with oversight from the OPAL Engineering Manager. This includes the allocation on human resources to effectively achieve project deliverables and the management and control of allocated budgets and expenditure.
- The position assesses and determines key work priorities within the context of agreed work plans and consults with the supervisor on complex, sensitive and major issues that have a significant impact on the business unit.
- 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 a large portfolio of projects of varying complexity and engineering disciplines.
- Applying leadership capabilities to create a supporting and engaging work environment with an aim of developing a high-performing team of engineers that deliver project results to the required standards and timeframes.
- Ensuring the successful implementation of strategic objectives and project completion, often within tight deadlines imposed by shutdown and operating / production schedules.
- Managing and prioritising the project portfolio based on safety, other risks, operational requirements, and conflicting demands on resources.
- Ensuring adherence to stringent nuclear regulations and applicable codes & practices in the completion of project activities.
- Developing and maintaining knowledge of nuclear engineering and the OPAL reactor facility whilst keeping abreast of developments in project and portfolio management.

- Supporting a collaborative approach to achieve shared objectives within the OPAL Engineering team, and for consistent implementation of engineering projects across site.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Provide guidance and direction, facilitate organisational alignment</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Make decisions based on advice / recommendations provided</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Approve significant projects, changes, expenditures</li> <li>• Set objectives and assess performance</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis</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 positive 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>• OPAL Operations, Utilisation and Maintenance Sections</li> <li>• ANSTO Engineering</li> <li>• RO Technical Support and Nuclear Analysis Groups</li> <li>• Other departments as per OPAL Asset Management Plan</li> </ul>
<b>External</b>	
Suppliers	<ul style="list-style-type: none"> <li>• Provide goods and services</li> </ul>
ARPANSA	<ul style="list-style-type: none"> <li>• Nuclear regulatory body</li> </ul>

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the OPAL Engineering Manager
Direct Reports	6 - 8 OPAL Engineer/Technical Officer (PD-1673/PD-1668)
Indirect Reports	Nil

### Financial Data (2024/2025)

Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	\$500k
Capital Budget	\$10M
Assets	Nil

### Special / Physical Requirements

Location:	Lucas Heights
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Travel:	<ul style="list-style-type: none"> <li>• Travel is not a requirement of the role, but opportunities to travel both internationally and nationally may arise from time to time to participate in activities such as training, conferences, collaboration projects, supplier visits, etc.</li> </ul>
Physical:	<ul style="list-style-type: none"> <li>• Office-based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)</li> <li>• Wearing personal protective equipment for the handling of hazardous and/or radioactive materials</li> </ul>
Radiation areas:	<ul style="list-style-type: none"> <li>• May be required to work in radiation areas under tightly regulated conditions</li> <li>• Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions</li> <li>• Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions</li> </ul>
Hours:	<ul style="list-style-type: none"> <li>• Willingness to work extended and varied hours based on operational requirements</li> <li>• After hours work may be required for short and infrequent periods</li> </ul>
Clearance requirements:	<ul style="list-style-type: none"> <li>• Satisfy ANSTO Security and Medical clearance requirements</li> <li>• Obtain and maintain appropriate federal government clearance</li> </ul>

### Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	<p>All Workers  Officer (definitions found in appendix 1 of AG-2362)  Managers / Leaders / Supervisors  Other specialised roles identified within the guideline that a position holder may be allocated to in the course of their duties</p>
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### ORGANISATIONAL CHART

On file.

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Engineering or other related discipline;
2. Experience managing projects, preferably in an engineering/industrial setting
3. Experience in project portfolio management
4. Experience and demonstrated ability to lead, manage and build supportive teams;
5. Significant industrial engineering experience, preferably with a proportion gained in the nuclear industry or equivalent industry;
6. Excellent communication skills (both written and verbal) with a focus on creating productive working relationships
7. Proven ability to show initiative in working independently, be deadline driven, and reliable in following through with actions;
8. Demonstrated organisational skills including the ability to apply judgement to manage demanding workloads and conflicting priorities.

### 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:	Andrew Frikken	Name:	

Title: OPAL Engineering Manager	Title:
Signature:	Signature:
Date: September 2024	Date: