



POSITION DESCRIPTION

Position Title:	Personal Assistant –NST
Cluster / Business Unit / Division	Nuclear Science & Technology
Section or Unit:	Office of Group Executive and Senior Leadership Team
Classification:	Band 4
Job Family:	Administration
Position Description Number:	PD-1780
Work Contract Type:	Administration
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Personal Assistant NST provides a diverse range of administrative assistance and support to the Group Executive Nuclear Science Technology and the NST Senior Leadership Team. The position involves providing administrative and secretarial support, diary management, travel arrangements and internal financial procedural services.

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.

Nuclear Science & Technology (NST) incorporates 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 Group Executive NST is a member of ANSTO Executive Team, reporting directly to the CEO, and provides strategic direction and oversight to ANSTO's research programs, capabilities and infrastructure. The NST Senior Leadership Team undertake various functions in the leadership, management and delivery of their respective portfolios.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide confidential secretarial and administrative support to the Group Executive NST or the NST Senior Leadership Team.
- Manage diary for the Group Executive NST in co-ordination with Executive Officer, or the NST Senior Leadership Team in co-ordination with NST Executive Officer, including negotiating timelines and appointments as required.
- Coordinate internal and external meeting or other events, including booking rooms, resources, travel, transport, equipment and catering.
- Screen and prioritise incoming and outgoing communication for Group Executive NST or NST Senior Leadership Team. Draft routine responses and correspondence, and monitor follow-up actions.
- Undertake a range of accounting, purchasing, and other activities including process of invoices, raising purchase orders, processing expense claims, stationery ordering and arranging general office and equipment repairs and maintenance.

- Manage domestic and international travel arrangements, expense reconciliation, organising attendance at external conferences and meetings for Group Executive NST or NST Senior Leadership Team.
- Assist the Executive Officer to co-ordinate materials needed for reviews, reports, correspondence, business submissions, documents, publications and presentations.
- Point of contact for enquires into the NST office, provide customer service and ensure information provided is accurate and given in a timely manner in line with ANSTO policies and procedures.
- Maintain office filing and database systems and develop and document standard work procedures.
- Contribute to NST and other ANSTO projects as required. Participate in continuous improvement activities and identify ways to streamline NST Office operations, including proactively supporting the introduction of new systems and processes.
- Coordinate and supervise visitors and external contractors where appropriate.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- Determine key work priorities within the context of agreed work allocations and will consult with the NST Executive Officer on complex, sensitive and major issues that have a significant impact.
- 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 conflicting priorities in respect of work delegated by Management and staff.
- Undertake administrative support in a deadline driven environment.
- Developing an understanding of the major issues and key personnel who interact with the Group Executive NST, NST Senior Leadership Team and other managers from within NST.
- Dealing effectively with enquiries from external stakeholders.
- Working smoothly and effectively within the NST office and broader NST business support team, using common systems and sharing information.
- Promptly attending to unforeseen matters arising that require urgent attention.
- Providing consistent and accurate data as requested.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive NST	<ul style="list-style-type: none"> • Provide services as outlined to enable Group Executive to operate effectively • Receive and act on instructions to meet client needs • Exchange information and resolve issues
NST Senior Leadership team	<ul style="list-style-type: none"> • Provide services as outlined to enable SLT to operate effectively • Receive and act on instructions to meet client needs • Exchange information and resolve issues
Executive Officer NST	<ul style="list-style-type: none"> • Exchange information • Communicate together effectively to ensure service provision to Group Executive is optimal
Personal Assistant NST	<ul style="list-style-type: none"> • Exchange information • Communicate together effectively to ensure service provision to NST Senior Leadership Team is optimal
NST Management & Employees	<ul style="list-style-type: none"> • Provide support as required

	<ul style="list-style-type: none"> • Exchange information
External	
Contractors & Visitors	<ul style="list-style-type: none"> • Provide supervision when on site as required • Convey information

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Group Executive Nuclear Science and Technology
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
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 AG-2362 of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Diploma in business administration or equivalent experience.
2. Demonstrated experience providing executive level secretarial and administrative support in a dynamic and complex environment.
3. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgement and discretion.
4. Excellent interpersonal and communication skills both written and oral. Demonstrated ability to clearly convey information and ideas, and establish effective interpersonal relationships with a wide variety of people.
5. Strong organisational skills, demonstrated ability to prioritise and manage competing demands and escalate issues when required, organise tasks and meet deadlines
6. Demonstrated ability to work independently and effectively in a team, positively contributing to the team environment.
7. Advanced skills in Microsoft Office, experience using SAP desirable.
8. Experience in procurement and accounts reconciliation.
9. Ability to quickly adapt to technological, structural and procedural changes and maintain professionalism and flexibility.

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 Peele	Name:	Andrew Peele
Title:	Group Executive Nuclear Science and Technology	Title:	Group Executive Nuclear Science and Technology
Signature:		Signature:	
Date:		Date:	