



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Project Manager
<b>Cluster / Business Unit / Division</b>	Infrastructure and Engineering Services
<b>Section or Unit:</b>	Project Delivery
<b>Classification:</b>	Band 7
<b>Position Description Number:</b>	PD-0791
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM - Engineering

---

### POSITION PURPOSE

The primary objective of the Senior Project Manager is to provide a high standard of project management for a variety of civil works, including the delivery of new facilities and refurbishments, from concept 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.

Infrastructure and Engineering Services (IES) provides comprehensive project management, engineering, technical and safety and reliability services and support for the organisation.

The IES Project Delivery team is responsible for delivery of engineering jobs and projects. This office is aligned to major customer portfolios as follows:

- Site Development / Nuclear Science and Technology / Continuous Improvement
- Nuclear Operations
- Nuclear Medicine (ANSTO Health & ANSTO Nuclear Medicine)
- Decommissioning

Each Portfolio is led by an Engineering Portfolio Leader and engineering and drafting resources are assigned to these portfolios as workload demands. As work in the portfolios varies engineering and drafting staff are required to move from one portfolio to another.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for this position include:

- Provide quality project management and technically sound engineering services to ensure the proper definition and then achievement of the stakeholder requirements. These requirements will include technical, budgetary, safety, commercial, regulatory and quality assurance requirements.
- Manage large multi-disciplinary, high profile and complex projects from conception to finalisation, including scope management, supervision, cost control, time management, quality control, and contract management ensuring work is delivered on time and budget.

- Initiate projects including consulting with clients and management to gain acceptance of technical specifications and business cases. This includes developing cost benefit analyses of proposed options, seeking new solutions, and developing new techniques and methods.
- Manage construction contractual risks and issues and oversee interfaces between construction supervisors, project managers, construction contractors, client representatives, Campus Services, Safety, Security the ASOC and/or area supervisors;
- Responsible for the risk of construction activity impacting on the local community, businesses, ANSTO staff, normal operations, existing services, infrastructure, facilities and other projects;
- Implement sound contract administration including negotiating with contractors to ensure appropriate application of the contract conditions;
- Commissioning of new facilities and inspection of completed works to ensure that all appropriate standards and regulatory requirements are met;
- Provide quality verbal and written reports and presentations to stakeholders including the ANSTO executives and the Board.
- Deliver sound technical services through the preparation, revision, modification and approval of specifications, drawings and other documents.
- Undertake detailed project planning including developing a task brief to deliver the project either based on approved funding or in order to attain funding.
- Manage project risk by proactively tracking cost forecasting, task scheduling, contract administration and resolving critical issues.
- Deliver client focused solutions with the ability to influence, negotiate and liaise with senior staff including developing reports and presenting to the Board and CEO.
- Manage customer relationships and ensure customers are informed of progress of project.
- Undertake engineering design review, analysis of safety features and review against operation and known maintenance issues.
- Review of engineering works including proposals, concepts, detailed designs, manufacturing, and installation and commissioning.
- Utilise judgement and technical experience to undertake complex development and design consistent with current standards and statutory requirements.
- Ensure appropriate supervision of installation and construction is maintained to certify that the prescribed standards of workmanship are maintained.
- Finalise projects by undertaking project evaluations and liaising with key stakeholders to identify defects, maintenance schedules and commissioning requirements.
- Lead project teams including frequent communication, conflict resolution and negotiation.
- Develop and train project staff including coaching and mentoring.
- Develop internal and external networks to allow for external collaboration and sharing of information.
- Fulfil WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.
- 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 some independence in determining how to achieve objectives of the project and the client's expectations, 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 ANSTO and the client, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure.

- 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 AG-1682 (as amended or replaced).

**Key Challenges**

The Key Challenges of the role are

- Manage accountability for project deliverables which can be impacted by external factors that are outside of control of the position.
- Meet customer requirements and expectations where there may be conflicting priorities.
- Develop a technically competent and workable solution requiring a diverse range of knowledge and experience.

**KEY RELATIONSHIPS**

<b>Who</b>	<b>Purpose</b>
<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> <li>• Negotiate and resolve conflicts</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>• Mentor &amp; develop more junior staff</li> <li>• Assign and review work within a project</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>
<b>External</b>	
Consultants	<ul style="list-style-type: none"> <li>• Establish and maintain professional working relationships</li> <li>• Provide supervision, guidance and support</li> <li>• Set performance requirements and manage performance ensure delivery as per project requirements</li> <li>• Engage to monitor performance and progress against the agreed objectives</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Manage contractor work to ensure delivery as per project requirements</li> <li>• Establish and maintain professional working relationships</li> <li>• Provide supervision, guidance and support</li> <li>• Set performance requirements and manage performance ensure delivery as per project requirements</li> <li>• Engage to monitor performance and progress against the agreed objectives</li> </ul>

## POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Portfolio Manager Site Infrastructure / NST / Enablers & Continuous Improvement
Direct Reports	Varies - Project Managers, Engineers, and Construction teams
Indirect Reports	Varies

Financial Data	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	As defined by the projects allocated
Assets	N/A

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	Some travel to ANSTO sites from time to time Some travel required to ANSTO sites within Australia Some travel required 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) Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment including wearing respiratory equipment
Radiation areas:	May be required to work in 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 Obtain and maintain appropriate federal government clearance

Workplace Health & Safety	
Specific role/s as specified in <a href="#">AP-2362</a> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362)  Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

This role reports to one of the Engineering Portfolio Leaders or Program Managers within IES. Direct and indirect reports may be allocated based on the project or work.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

- Degree in Engineering, Construction Management, Architecture, or Project Management or equivalent industry experience.
- Extensive experience at Project Manager level or above (PMBOK) in the successful delivery of substantial complex projects.
- Significant experience in contract administration including monitoring and reviewing compliance with contract requirements and experience as Superintendent/Representative on construction projects.
- Experience managing external design consultants.
- Experience managing site construction and commissioning activities.
- Proven problem-solving ability in delivering creative and systematic solutions.
- Demonstrated ability to lead projects and utilise project management methodologies to deliver quality outcomes.
- Demonstrated leadership skills.
- Demonstrated experience in successful customer management.
- Effectively implement WHS requirements and develop a responsible safety culture.
- Excellent written and verbal communication skills.
- Experience in leading, coaching and mentoring staff
- Ability to think strategically, influence and negotiate.

**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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Matthew Hunt	Name:	Jasmine Reay
Title:	Portfolio Manager Site Infrastructure / NST / Enablers & Continuous Improvement	Title:	Group Executive IES
Signature:		Signature:	
Date:		Date:	