



## POSITION DESCRIPTION

<b>Position Title:</b>	Executive Officer –Nuclear Operations and Nuclear Medicine (NONM)
<b>Cluster / Business Unit / Division</b>	Nuclear Operations and Nuclear Medicine (NONM)
<b>Section or Unit:</b>	Business Support
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Operations
<b>Position Description Number:</b>	PD-2445
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective of the Executive Officer Nuclear Operations and Nuclear Medicine (NONM) is to provide high-level strategic and tactical advice, planning, and project implementation to the Group Executive Nuclear Operations and Nuclear Medicine (NONM). This position will assist the Group Executive NONM in execution of strategic priorities and decision making. The position will represent the Group Executive NONM as required, manage special projects, and prepare sensitive and complex correspondence.

The Executive Officer will work closely with the NONM Leadership team to provide a coordinated, portfolio view of critical activities and visibility of key issues to the Group Executive NONM. The Executive Officer will act as a liaison between the Group Executive NONM, project teams, enabler teams and NONM staff, to ensure the strategic value, benefits and objectives of the project(s) are assured and understood within NONM and with relevant stakeholders. This will include resolving issues and managing and mitigating risks and dependencies, as well as reporting against critical project milestones.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. 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. Nuclear Operations and Nuclear Medicine (NONM) brings together the key areas of Reactor Operations, Waste Management, ANSTO Health and the ANSTO Nuclear Medicine (ANM) facility, which together form Nuclear Medicine.

Reactor Operations provides nuclear services to ANSTO to support the provision of neutron beams for research platforms and irradiation services to Nuclear Medicine for the manufacture and sales of radiopharmaceutical and radiochemical products, and provision of Nuclear Maintenance, Nuclear Engineering and Nuclear Analytical Services to the Nuclear Operations and Nuclear Medicine (NONM)nuclear facilities.

Nuclear Medicine is engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is based upon the GMP Code of Manufacturing, where Quality Control (QC) and just-in-time principles is essential, and external regulatory requirements such as ISO 9001, ARPANSA and TGA apply. Nuclear Medicine has a dominant market share position in Australia and is expanding into the global market. Over 500,000 Australian patients benefit from ANSTO Nuclear Medicine radiopharmaceuticals annually.

Waste Management is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste in line with ANSTO's strategic objectives, regulatory requirements and public expectations. Nuclear liabilities include HIFAR decommissioning and radioactive waste disposal.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

- Provide expert and authoritative analysis, advice and support to the Group Executive NONM and NONM Leadership Team on a broad range of high-level strategic, operational and sensitive issues;
- Aid the Group Executive NONM in preparation for the Board reporting cycle including preparation and review of board reports and presentations;
- Manage and implement a range of special projects including, but not limited to, operations, strategic planning, cultural change, and communications on behalf of the NONM Leadership Team and/or ANSTO to ensure the achievement of project outcomes while fostering high levels of collaboration amongst the project participants and supporting the management and impact of changes and improvements;
- Work with key internal and external stakeholders to ensure project scope and deliverables (tangible and intangible) are defined and agreed to;
- Research and prepare strategic advice, information and reports on diverse and complex matters relevant to NONM to ensure the Group Executive is appropriately briefed and advised in a timely manner;
- Prepare, manage and review high level communications and correspondence including briefings, reports, presentations, submissions and other documents to ensure the comprehensiveness, accuracy and timeliness of information;
- Act as the Group Executive point of contact, liaise with stakeholders, action requests to co-ordinate communication, and proactively ensure tasks meet deadlines;
- Contribute to the development and implementation of NONM strategic and business plans. Monitor planning activities and processes to ensure that milestones and reporting requirements are satisfied;
- Monitor and report on strategic, operational, management and project plans to inform decision making and support achievement of NST key performance indicators and objectives;
- Actively promote and contribute to the development and sustainment of a flexible high performance nuclear culture. Be a visible change agent and support the Leadership Team in embedding the operational model and during periods of significant cultural and organisational change;
- Establish and maintain effective governance arrangement for meetings. In the absence of the Group Executive NONM, arrange for appropriate secretariat and meeting support to facilitate effective meeting operation;
- Collaborate with the Office of the CEO, Office of the COO and Executive team as required;
- Undertake additional duties as required.

### **Decision Making**

- The position works within the broadly defined outcomes of the Nuclear Operations and Nuclear Medicine (NONM) and within a framework of legislation, policies, professional standards and resource parameters.
- The ANSTO values, organisational corporate plan, NONM strategy and business plans, operational excellence program provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Group Executive NONM, 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.

- Determine key work priorities within the context of agreed work plans and will consult with the Group Executive NONM on complex, sensitive and political issues that have a significant impact on the organisation’s 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

- Identifying, analysing and communicating pertinent and complex contextual issues, competing interests and priorities to ensure that the Group Executive NONM is fully informed;
- Brokering joint action and consensus across multiple stakeholders in an environment of finite resources, time constraints, competing priorities and in the absence of direct reporting relationships.
- Anticipating and addressing contentious issues and providing accurate advice on complex issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources, whilst maintaining confidentiality and exercising diplomacy;

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Group Executive Nuclear Operations and Nuclear Medicine (NONM)	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Manage priorities, needs and expectations</li> <li>• Identify and/or escalate priorities and determine appropriate decision making protocols</li> </ul>
Nuclear Operations and Nuclear Medicine Senior Leadership Team	<ul style="list-style-type: none"> <li>• Establish and maintain collaborative relationships and communication channels to facilitate the follow of information</li> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Collaborate on common responses to emerging and/or developing issues</li> <li>• Develop co-operation and support required to liaise on behalf of the Group Executive NONM to facilitate interventions, and to negotiate and influence in pursuit of specific objectives and outcome timeframes</li> <li>• Contribute to executive decision making processes, strategic planning and goals</li> </ul>
Administration staff within Office of Group Executive	<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>
ANSTO Executives & internal key stakeholders	<ul style="list-style-type: none"> <li>• Establish &amp; maintain collaborative relationships to facilitate a consistent and timely management response to organisational challenges across ANSTO</li> <li>• Liaise across ANSTO on a range of issues on behalf of the Group Executive NONM, ensuring an open and proactive flow of communication &amp; management information</li> </ul>
Office of the CEO, ANSTO Company Secretary	<ul style="list-style-type: none"> <li>• Establish and maintain collaborative relationships</li> <li>• Share ideas, learning and facilitate information transfer</li> </ul>

	<ul style="list-style-type: none"> <li>• Co-ordinate preparation of board papers on behalf of Nuclear Operations and Nuclear Medicine (NONM)</li> <li>• Collaborate on common responses to emerging and/or developing issues</li> </ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>• Facilitate communication and interaction with external stakeholders including international science agencies, government, industry and research partners.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Group Executive Nuclear Operations and Nuclear Medicine (NONM)
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
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)
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 if required

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <u>AP-2362</u> 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 Group Executive / General Manager 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. Degree or higher qualification in science, engineering, management, other relevant discipline or equivalent experience.
2. Demonstrated ability to exercise sound judgement and maintain high levels of discretion and confidentiality, particularly in matters of high sensitivity, strict confidentiality and/or potential controversy.
3. Experience providing high level strategic and tactical advice, operational and project support

4. Highly developed organisational skills and the capacity to effectively manage a large volume of work in a high pressure environment with an outstanding degree of accuracy.
5. Ability to think strategically, handle ambiguity and prioritise work in a fast-paced environment.
6. Superior written and verbal communication, including translating technical and complex information concisely for diverse audiences, superior interpersonal, consultation and negotiation skills.
7. Demonstrated ability developing and maintaining effective networks, alliances and operational relationship with internal and external stakeholders.
8. Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions in an innovative and resourceful manner.
9. Experience dealing with international and domestic governments and international and national bodies and agencies.
10. Knowledge and understanding of federal government priorities and policy directions.

**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:	Pamela Ameglio	Name:	Pamela Ameglio
Title:	Group Executive, Nuclear Operations and Nuclear Medicine (NONM)	Title:	Group Executive – Nuclear Operations and Nuclear Medicine (NONM)
Signature:		Signature:	
Date:		Date:	