POSITION DESCRIPTION

Position Title:	Science Program Leader
Cluster / Business Unit / Division	Nuclear Science & Technology
Section or Unit:	Environment Research & Technology Group
Classification:	Band 7 / 8 (Linked Role)
Job Family:	Science
Position Description Number:	PD-2459
Work Contract Type:	Manager
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Environmental Science

POSITION PURPOSE

The Research Program Leader is responsible for providing leadership in management of staff and delivering a designated research program, within a Research and Technology Group, that aligns with the strategic directions of ANSTO and NST.

The position provides operational management of research activities to produce research outcomes and achievement of the Groups objectives, as well as contributes as a project researcher.

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.

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 Environment Research and Technology Group uses its nuclear expertise, capabilities and access to unique research infrastructure to support water resource management decisions, build capacity to understand how our environment is changing and inform the management of human impacts on the geosphere.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities Band 7

1. Contribute to the development and implementation of the Research and Technology Groups objectives through implementation of the designated research program's plans, targets and activities to deliver research outcomes to achieve NST and the Research and Technology Groups research strategy.
2. Provide oversight of projects within assigned research program by reviewing and reporting on operational plans, allocating resources, co-ordinate portal proposal and platform access, tracking, reporting and control of budgets and expenditure and providing reports to the Director.
3. Develop and maintain collaborative networks across NST to support and advance the delivery of the research program and projects including sharing knowledge, providing support and partnering with other Leaders, Senior Managers, Managers and scientists.

4. Foster a culture of high-performance that encourages innovation, improves productivity and promotes teamwork and collaboration. Model appropriate and professional behaviour in the workplace and manage people matters proactively.
5. Deliver a project management approach to the management of the research programs and provide oversight of research integrity, quality and compliance.
6. In conjunction with the Director, undertake management of the research program's human resources through selection, training, development, performance management and review, recognition and guidance. With the Director, Operations Manager and other Science Program Leader, undertake succession and workforce planning, talent management.
7. Support initiatives and strategies to increase research income through identified partnerships and with external and internal stakeholders.
8. As a scientist, contribute scientific knowledge and expertise to research projects. Conduct innovating research leading to scientific achievements that are aligned with the Research and Technology Group objectives. Engage in scientific activity ranging from fundamental research to the investigation of specific industry or partnered research problems and pursue new ideas and approaches that create new concepts.

Key Accountabilities Band 8
1. Lead the development and implementation of the research theme objectives through implementation of the designated research program's plans, targets and activities to deliver research outcomes to achieve NST and the Research and Technology Groups research strategy.
2. Provide leadership of projects within assigned research program by review and reporting on operational plans, allocating resources, co-ordinate portal proposal and platform access, tracking, reporting and control of budgets and expenditure and providing reports to the Director.
3. Lead and maintain collaborative networks across NST to support and advance the delivery of the research program and projects including sharing knowledge, providing support and partnering with other Leaders, Senior Managers, Managers and scientists.
4. Lead and develop a culture of high-performance that encourages innovation, improves productivity and promotes teamwork and collaboration. Lead by modelling appropriate and professional behaviour in the workplace and manage people matters proactively.
5. Lead and deliver a project management approach to the management of the research programs and provide leadership of research integrity, quality and compliance.
6. Independently undertake management of the research program's human resources through selection, training, development, performance management and review, recognition and guidance including succession and workforce planning, talent management.
7. Lead initiatives and strategies to increase research income through identified partnerships and with external and internal stakeholders.
8. As a scientist, lead scientific knowledge and expertise to research projects. Conduct innovating research leading to scientific achievements that are aligned with the Research and Technology Group objectives. Engage in scientific activity ranging from fundamental research to the investigation of specific industry or partnered research problems and pursue new ideas and approaches that create new concepts.

Decision Making Band 7 and Band 8
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST Strategy and NST Research and Technology Group objectives and designated research program objectives provide the context for the position.

- Science Program Leaders have a key role within the designated Group. The position manages direct reports to deliver research program outcomes.

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework a Science Program Leader executes plans to achieve agreed program objectives.

- In collaboration and agreement with the Director, other Science Program Leaders, the position determines how to achieve outcomes, including deciding on methods and approaches, project planning and allocation of resources and is fully accountable for delivering research program outcomes within agreed timeframes and budgets.
- 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

- Delivering research program results and outcomes to the required standards and timeframes, given the need to be agile and responsive to opportunities, and adapt in an often changing and unpredictable environment.
- Maintaining an active involvement as a scientist with research project/s.
- Appropriately balancing responsibilities as a Science Program Leader and contributing to research activities.
- Contributing to the achievement of a collaborative approach and shared ownership, for consistent implementation of research program objectives and targets.
- Supporting and actively contributing to developing a high performance and engaged workforce.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Director	• Receive guidance and direction • Provide regular updates on key tasks, issues and priorities • Provide expert, authoritative and evidence based advice • Support and implement staff engagement and quality recruitment • Negotiate and report on budgets, financial performance and resources consistent with research program objectives, plans, targets and goals. • Recommend and gain endorsement for program plans and goals and change management initiatives. • Escalate issues and propose solutions
Peers: Science Program Leaders & Operations Manager Manager	• Support leadership team members and work collaboratively to contribute to achieving research theme outcomes. • Contribute to decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Science Program Team: Research scientists and technicians	• Engage and consult to develop and update program goals and plans • Ensure projects reach the highest quality standards and achieve their maximum impact. • Engage to monitor trends, performance and progress against the research program and business plans. • Evaluate further support which may be required to ensure delivery against the plans.
Core Research Program Team: Direct Reports & contributors (split part-time)	• Provide management, guidance and support • Set performance requirements and manage performance and development. • Engage to monitor trends, performance and progress against the research program and business plans. • Evaluate further support which may be required to ensure delivery against the plans.

Research and Technology members:	• Support team members and work collaboratively to contribute to achieving research program outcomes. • Provide and receive feedback • Participate in meetings, share information and provide input on issues. • Develop and maintain effective working relationships and open channels of communication. • Provide updates on research program
External	
Universities, Business, Industry, Scientific Institutions	• Develop and maintain collaborative relationships • Gather and provide expert, authoritative and evidence based advice • Share knowledge and deliver outcomes from partnered research • Report and provide updates on project status
National and international bodies, forums and taskforces	• Actively contribute and represent ANSTO and the Australian Government position.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Director of designated Research and Technology Group
Direct Reports	3-15 Research and Technology Staff within research projects
Indirect Reports	None

Financial Data (2023/2024)	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

Special / Physical Requirements	
Location:	Lucas Heights and working in different areas of ANSTO as needed
Travel:	Occasional travel both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling) Laboratory based physical requirements (sitting, standing, manual handling, chemical handling, operating scientific 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

Workplace Health & Safety	
Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers 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

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

Band 7

1. Degree tertiary qualification in a relevant scientific field with experience and record of research/scientific achievement.
2. Experience leading and managing a research activity.
3. Experience coordinating teams to achieve scientific excellence, and desired organisational outcomes.
4. Experience guiding, developing and mentoring staff or students to deliver optimal and aligned research outcomes
5. Experience in developing and implementing innovative, targeted, cost effective research programs or projects to build research capacity and achieve increased research performance and outcomes
6. Experience in financial management, forecasting, planning (both financial and workforce/succession) and cost control within a program or project environment.
7. Experience in allocating resources effectively, and identifying and managing risks
8. Demonstrated experience in managing effective relationships with key stakeholders
9. Sound communication, interpersonal skills, negotiation and influencing skills

In addition to the required knowledge skills and experience above the Band 8 will require:

1. Degree or post-graduate qualification in a relevant scientific field with extensive experience and record of research/scientific achievement.
2. Extensive and significant experience leading and managing a research activity.
3. Extensive and significant experience coordinating teams to achieve scientific excellence, and desired organisational outcomes.
4. Extensive and significant experience guiding, developing and mentoring staff or students to deliver optimal and aligned research outcomes.
5. Extensive and significant experience in developing and implementing innovative, targeted, cost effective research programs or projects to build research capacity and achieve increased research performance and outcomes
6. Extensive and significant experience in financial management, forecasting, planning (both financial and workforce/succession) and cost control within a program or project environment.
7. Extensive and significant experience in allocating resources effectively and identifying and managing risks.
8. Demonstrated significant experience in managing effective relationships with key stakeholders both internal and external including industry, government and academia.
9. Excellent communication, interpersonal skills, negotiation and influencing skills.

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:	Karina Meredith	Name:	Andrew Peele
Title:	Director	Title:	Group Executive
Signature:	As per email agreement	Signature:	As per original placed on file
Date:	1/02/2024	Date:	1/02/2024

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour

Science Program Leader Linked Role (PD-2459)
Band 7 to Band 8 Transition Checklist

Name:	
Commencement Date:	
Assessment Date:	

Note: Full written submission demonstrating and justifying how the employee meets the requirements must also be attached.

Requirements for transition	Met Criteria	
Met KPIs through implementation of program plans to deliver research outcomes to achieve NST and the Research and Technology Groups science plan.	☐ Yes	☐ No
Evidence of leading projects within assigned research program; including journal publications, mentoring and student supervision.	☐ Yes	☐ No
Evidence of a strong positive culture of high-performance, teamwork and collaboration within the program.	☐ Yes	☐ No
Evidence of professional behaviour in the workplace and managing people matters proactively.	☐ Yes	☐ No
Evidence of delivering revenue generating projects through partnerships and with external and internal stakeholders that were identified and led by the applicant	☐ Yes	☐ No

Manager Recommendation:
I have reviewed the employee's competence in accordance with Linked Role PD-2459 and certify that the employee meets all requirements for transition and recommend transition from Band 7 to Band 8 be endorsed.

Manager Name:	
Signature:	
Date:	

General Manager Assessment
I have assessed the submission and confirm that the employee meets all requirements for transition from Band 7 to Band 8

General Manager Name:	
Signature:	
Date:	