



POSITION DESCRIPTION

Position Title:	Manager, Regulatory Affairs
Cluster / Business Unit / Division	Chief Operating Officer Group
Section or Unit:	Regulatory and Governance
Classification:	Band 7
Job Family:	Compliance & Regulation
Position Description Number:	PD-0942
Work Contract Type:	Professional

POSITION PURPOSE

The primary objective of the Manager, Regulatory Affairs is to provide assurance to the CEO that an effective process for ensuring ANSTO complies with key regulatory requirements for all key ANSTO regulators. The role also facilitates ANSTO's interactions with government agencies, departments and regulators on regulatory matters. This role operates as part of the Governance and Regulatory team and will contribute to good governance across ANSTO.

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 Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Government and International Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Risk and Assurance
- Communications and Stakeholder Engagement

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Enable the design, implementation and continuously improve a Governance Model for ANSTO that ensures ANSTO people define, make, report and measure confident evidence-based decisions that drive ANSTO to fulfil its strategic purpose in safe, secure and sustainable ways
- Provide advice on interpretation and application of regulatory legislation and licence/permit conditions to ensure ANSTO obtains appropriate licences and remains compliant with any licence or permit conditions across the organisation.
- Work closely with, Government Liaison, Safety Reliability and Assurance, Systems Safety and Reliability, High Reliability, the Chief Nuclear Officer and key regulatory positions to ensure regulatory oversight of all ANSTO regulators.

- Interpret relevant statutory duties, licence or permit conditions, and give advice in practical terms.
- Facilitate and initiate internal and external exchange of information and correspondence on key regulatory issues, including on post-event correspondence to ensure all necessary notification has been given regarding any event which causes ANSTO to breach legislation or licence or permit conditions.
- Embedded lessons learnt across following Regulatory Interactions and outcomes.
- Co-ordinate and facilitate reporting by licensing and regulatory officers, keep abreast of regulatory updates and communicate that information internally.
- Work closely with business units to ensure effective regulatory submissions and provide assurance and advice regarding maintenance of plans and arrangements.
- Establish and maintain an effective and collaborative working relationship with external regulators.
- Provide relevant contributions to ANSTO's reporting requirements under applicable international frameworks.
- Manage the ANSTO Radioactive Source Register.
- Update and manage regulatory compliance requirements in GRC Cloud.
- Identify areas of risk and conduct auditing activities and implement continuous improvement initiatives.
- Act as the CEO delegate for Animal Care and Ethics Committee and Institutional Biosafety Committee and ensure these committees function and operate in full regulatory compliance.
- Develop and improve compliance maturity across ANSTO through the centralisation of the regulatory functions in accordance with ANSTO Regulatory Strategy.
- Drive continuous improvement in the quality of regulatory submissions in line the ANSTO Governance Framework.
- Maintain a centralised register of Regulatory Inspections, Submissions, Lessons Learnt and notifications as a basis for compliance metrics for ANSTO.
- Lead the prioritisation of regulatory submissions based on the whole of ANSTO approach by embedding a forecast of regulatory submissions into key business processes.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The Manager, Regulatory Affairs provides independent assurance to the CEO and COO of the regulatory compliance of the organisation.
- The position works within the regulatory framework. Within this framework the position has some independence in determining how to achieve objectives, including deciding on methods and approaches and operations.
- The position directs, actions and coordinates responses to internal inquiries and prepares responses for external enquiries to be approved by the CEO and or COO:
- 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

- Providing accurate, clear and authoritative advice and information on regulatory matters to internal and external stakeholders;
- Obtaining current regulatory compliance data from key stakeholders across the organisation;
- Ensuring reporting deadlines are met by interpreting licensing and regulatory requirements, facilitating timely reporting, and meeting the tight time frames required for specific reports.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Chief Executive Officer, ANSTO Board and Company Secretary	<ul style="list-style-type: none"> • Provide independent advice on regulatory compliance; • Provide support to maintain the professional image of the CEO, COO and ANSTO.
Chief Nuclear Officer	<ul style="list-style-type: none"> • Coordination of all responses to parliamentary questions and major licensing decisions for referral to the CEO. • Engage on strategic projects for ANSTO and ARPANSA
Work area team members	<ul style="list-style-type: none"> • Collaborate and share accountability.
Regulatory role holders	<ul style="list-style-type: none"> • Coordinate and facilitate regulatory reporting. • Communicate regulatory updates.
Safety Reliability and Assurance	<ul style="list-style-type: none"> • Maintenance of the forecast of regulatory submissions. • Assist in ensuring effective regulatory submissions and provide assurance and advice regarding maintenance of plans and arrangements.
External	
Regulating and Licensing Agencies	<ul style="list-style-type: none"> • Establish and maintain an effective and collaborative working relationship with external regulators.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager Regulatory & Governance
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2021/2022)	
Revenue / Grants	Nil
Operating Budget	TBC
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	Based in Lucas Heights, working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time May be required to travel interstate
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions

Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Will be required to obtain and maintain National Security Clearance at Negative Vetting Level 1 and may be required to obtain and maintain appropriate National Security Clearance at Negative Vetting Level 2 (Top Secret)

Workplace Health & Safety

Specific role/s as specified in <u>AP- 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
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ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher in relevant science, legal or other discipline.
2. Significant experience within ANSTO's regulatory environment, or in a highly regulated environment.
3. Sound understanding of ARPANS Act, Regulations and guidance and associated regulatory requirements.
4. Sound understanding of applicable Work Health and Safety and Environmental regulatory requirements.
5. Sound understanding of radiation and nuclear safety systems.
6. Strong ability to influence at all levels of the organisation and with external stakeholders.
7. Employment of effective time management skills.
8. Strong verbal, written and report writing communication 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: Whitney Hooke	Name: John Edge
Title: Acting GM Regulatory & Governance	Title: COO
Signature:	Signature:
Date:	Date: