



Australian Government



POSITION DESCRIPTION

Position Title:	Safety & Reliability Analyst
Cluster / Business Unit / Division	ANSTO Maintenance & Engineering
Section or Unit:	Systems Safety and Reliability
Classification:	Band 4/5
Position Description Number:	PD-0658
Work Contract Type:	Professional/Technical

POSITION PURPOSE

The **primary objective** of the Safety & Reliability Analyst is to provide engineering and safety analysis support and expertise by applying and extending current risk and reliability techniques.

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.

ANSTO Maintenance & Engineering (AME) provides comprehensive project management, engineering, technical and safety and reliability services and support for the organisation.

AME comprises the Engineering Delivery Office, Technical Services Group, Systems Safety and Reliability (SSR) and the Special and External Projects Group.

SSR delivers the following services for the Engineering Delivery Office and directly to other clients:

- engineering risk assessments of proposed and existing facilities, processes and equipment;
- advice and assistance in licensing and regulation of proposed and existing facilities;
- reliability engineering expertise and analysis; and
- reliability centred maintenance expertise for the development of asset management plans for ANSTO's critical assets.
- SSR provides specialist staff to work on projects with the portfolios of the Engineering Delivery Office.

The Safety & Reliability Analyst reports to the Manager, Systems Safety & Reliability.

The position works within a team of other Safety & Reliability Analysts and Safety & Reliability Advisers.

The position's key internal customers include staff across site requiring engineering and safety analysis support. Potential external customers include organisations in chemical, petrochemical, and other engineering firms.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for the Band 4 position include:

- Contribute to safety assessments and audits of facilities, plant, equipment, systems and experiments to ensure that significant hazards (potential for a significant event) or significant operational risk are managed and minimised.

- Under supervision, conduct analysis and investigations for clients (both on-site and commercial) and make recommendation to ensure full compliance with the quality framework, safety procedures and standards, regulatory requirements and management principles.
- Under supervision, conduct quality and safety audits and assessments of facilities, systems and experiments in order to determine conformance to the regulations, standards and codes set by external authorities.
- Contribute to small to medium safety and reliability services projects including the production of quality technical analysis and reports that meet agreed budget timeframe schedules and identified customer requirements.
- Assist with the preparation and maintenance of safety cases for the operation of ANSTO's facilities, and providing technical support for ANSTO's controlled facilities and application of methods and procedures to demonstrate compliance with regulations.
- Under supervision, draft safety standards and guides to ensure ANSTO's Safety Management System is maintained.
- Proactively seek both formal and on-the-job training, development and mentoring opportunities.
- Undertake additional duties as required and during periods of leave of other staff.
- Fulfil OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.

In addition to performing all Band 4 key accountabilities, the key accountabilities for a Band 5 position include:

- Independently conduct safety assessments and audits of facilities, processes, plant, equipment, systems and experiments utilising technical and analytical skills and expertise in applied hazard and risk assessment.
- Lead small to medium cross-functional safety and reliability services projects or projects of a complex or novel nature under supervision of a senior professional.
- Assist with the development and implementation of ANSTO's Safety Management System to ensure quality standards are established and maintained and to communicate changing licensing and regulation requirements.
- Identify and develop technical solutions to safety and reliability situations.
- Evaluate and respond to submissions to the Safety Assessment Committee (SAC), as required.
- Provide support and advice in the preparation and maintenance of Safety Analysis Reports for the operation of ANSTO's facilities.
- Establish quality working relationships and ongoing communication with clients to ensure end products meet client needs and conform to regulatory and standards requirements.
- Develop internal and external networks to identify opportunities for commercial projects, professional development, collaboration and/or sharing of information.
- Assist with the development and training of less experienced analysts including coaching and mentoring.
- Maintain up-to-date knowledge of developments and best practice for system and safety analysis techniques and implement improvements as identified.

Decision Making

- Decides on risks to safety and plant and categorises risks to the organisation through observation, understanding, assessment and analysis of the organisations operations, materials, hazards and processes and known and predicted failure mechanisms.
- The position is fully accountable for the accuracy, integrity and quality of the work provided and those assigned to report to the position on a project..

- 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

The major challenges for this position include:

- Ability to quickly appreciate the technical complexities of specific ANSTO or external facilities, processes and activities and assess the safety implications of proposed changes to these and to develop options for improvement;
- Ability to advise promptly when safety or licensing aspects are considered inadequate, whilst understanding the cost and other implications of the advice;
- Understand the regulatory environment and the specific regulatory requirements and to develop and utilise relationships with regulator(s) effectively.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Assists with staff engagement and quality recruitment • Negotiate and report on project budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Mentor & develop more junior staff • Assign and review work within a project
Project Managers, Asset Managers, Facility Officers, Project Engineers, Operators, Maintenance Personnel.	<ul style="list-style-type: none"> • Advise on risks and prepare risk assessments • Determine risks and classify them • recommend mitigating actions
External	
Consultants	<ul style="list-style-type: none"> • review work of consultants
Contractors	<ul style="list-style-type: none"> • Manage contractor work to ensure delivery as per project requirements
Regulators	<ul style="list-style-type: none"> • Participate in audits • Facilitate compliance • Prepare Risk Assessments

POSITION DIMENSIONS

Staff Data	
Reporting Line	reports to Manager Systems Safety & Reliability
Direct Reports	Nil
Indirect Reports	Other SSR personnel, consultants or contractors when assigned as project lead

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 May be required to travel both internationally and nationally
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 and project requirements After hours work may be required for short and infrequent periods
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 <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Group Executive / General Manager 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 the Manager Systems Safety & Reliability

KNOWLEDGE, SKILLS AND EXPERIENCE

The knowledge, skills and experience requirements for a Band 4 position include:

1. Degree in Engineering or Science or other relevant discipline
2. Strong academic aptitude for analysis of engineering systems and the application of scientific and engineering principles.
3. Computing skills including both office and engineering software.
4. Excellent written and verbal communication skills.
5. Ability to effectively work independently and as part of a team.
6. Strong customer service focus.

In addition to the knowledge, skills and experience requirements for the Band 4 level, the Band 5 position also requires:

7. Demonstrated experience in successful customer management.
8. Hazard and Operability Studies (HAZOP) and/or failure mode and effects analysis (FMEA) or equivalent certification at the participant level.
9. Experience in conducting safety assessments, investigations and audits.
10. Knowledge and experience in the application of relevant regulatory and standards requirements.
11. Demonstrated ability to independently lead projects and utilise project management methodologies to deliver quality outcomes.

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:	Irene Martin	Name:	Con Lyras
Title:	Manager Systems Safety & Reliability	Title:	Group Executive, Engineering and Capital Programs and Chief Engineer
Signature:		Signature:	
Date:		Date:	