



Role Profile

Position Title:	ANSTO Incident Controller
Cluster / Business Unit / Division	High Reliability
Section or Unit:	Chief Operating Officer Group
Classification:	Band 6 and above
Position Description Number:	N/A
Work Contract Type:	\$5000 per annum allowance

POSITION PURPOSE

ANSTO Incident Controller (IC) is a senior ANSTO staff member who, in the event of an emergency incident, assumes command and control of the situation. The IC's primary function is to provide operational support to ANSTO emergency responders or for the Emergency Operations Manager (EOM).

At the Lucas Heights Campus, the IC is on duty 24 hours a day during a rostered seven-day period. During this period, the duty IC must be present on Campus to be able to respond to an incident during the standard working day, usually 9am to 5 pm Monday to Friday. They may be contacted at any time outside of standard working hours and if required be able to respond to campus within one hour. There is an ANSTO IC vehicle provided to the IC during their rostered period to fulfill this requirement. This will mean that the IC is available and able to attend site, adhering to ANSTO's workplace drug and alcohol policy.

At Clayton the Incident Controller may not be on duty 24 hours but will still fulfill the accountabilities and responsibilities of this role.

ORGANISATIONAL ENVIRONMENT

The Incident Controller located at Lucas Heights will also respond to emergencies at the Camperdown Campus, as required. There will also be identified Incident Controllers for the Clayton Campus but they may not be on an on call roster.

Incident Controllers work closely with:

- The Emergency Response Team (ERT);
- ANSTO Emergency Operations Manager (EOM);
- Radiation Emergency Manager (REM)
- The Consequence Assessment Team (CAT); and
- ANSTO Security

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Be available and contactable 24 hours during rostered periods;
- Provide assistance and advice to the ANSTO EOM regarding emergency preparedness and planning;
- Be available to attend required training and get involved in the planning and participate in emergency

- exercise, including multi agency exercises;
- Take command and control of an emergency.

In the event of an incident or emergency:

- When contacted respond immediately to an incident and take actions to protect people from potentially life-threatening situations;
- Assume operational command and control of the incident;
- Coordinate ANSTO emergency resources and response to control the situation;
- Assess the actual and potential severity of the incidents and contact the ANSTO Emergency Operations Manager (EOM) and the Consequence Assessment Team (CAT);
- Authorise an increase to allowable radiation dose limits in line with AG-2975 Recommended Dose Constraints for Emergency Situations;
- Provide advice and support regarding protection of the environment in an emergency situation;
- Liaise with Controllers from other external emergency response organisations at the incident site;
- Brief the EOM and CAT of the situation;
- Be able to work under stressful conditions and be able to make/communicate quick decisions;
- Be able to clearly communicate verbally and in writing to multiple stakeholders including Emergency Service Organisations.
- Be able to work extended working hours and days to meet the needs of the emergency response.

Details of the Incident Controller Role can be found at [AG 2973 Role of ANSTO Incident Controller](#).

Incident Controller Skills and knowledge

- Knowledge of the ANSTO Emergency Plan and relevant individual campus emergency Plans;
- Knowledge of the ANSTO Campus/s that they will be responding to, including the type of hazards and possible emergency scenarios;
- Australian Inter-service Incident Management Systems (AIMMS) and other emergency training (this will be provided by ANSTO).
- Have an awareness of AS ISO 22301 Societal Security – Business continuity management systems - Requirements
- Knowledge of the areas and subject matter experts that may be required to provide assistance in an emergency situation;
- Be able to operate in a complex, challenging and time critical environment;
- Possess strong problem solving, analytical and management skills;
- Be able to assess the situation, identify risks, and make immediate decisions on how to manage the emergency;
- Have situational awareness and be responsive to an emerging and changing environment including fatigue management of ANSTO Emergency Responders;
- Be able to:
 - work independently and effectively in a team;
 - provide effective leadership and direction;
 - delegate well and balance empowerment and accountability;
 - effectively communicate with multiple stakeholders in challenging and time critical environment.

Authority and Decision Making

- The Incident Controller is authorised to direct and deploy ANSTO resources as required in an emergency.
- Delegated responsibilities are documented in [AG 2973 Role of ANSTO Incident Controller](#).
- The position is fully accountable for the accuracy, integrity and quality of the advice provided and is required to ensure that decisions are based on sound evidence. At times they may be required to make effective judgements under pressure or in the absence of complete information or expert advice.

- The position determines key work priorities within the context of agreed emergency outcomes and may need to consult with stakeholders and subject matter experts on complex, sensitive and major issues.