



POSITION DESCRIPTION

Position Title:	Safety and Liaison Officer
Cluster / Business Unit / Division	Nuclear Safety, Security and Stewardship / High Reliability
Section or Unit:	Preparedness Response and Collaboration (PRC)
Classification:	Band 5/6 (Linked role)
Job Family	Compliance
Position Description Number:	PD 2359
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary objective of the Safety and Liaison Officer is to facilitate communication and coordination among different agencies and entities with ANSTO in addition to providing expert, independent, pragmatic and professional work health and safety (WHS) advice to all administrative, science and research, and operational areas across the organisation, supporting ANSTO's commitment to provide and promote a safe and healthy working environment for all employees, contractors, visitors and members of the public. As subject matter experts, the Safety and Liaison Officer works directly with stakeholders and management to identify, assess and control conventional hazards in accordance with the WHS Act, WHS regulations, codes and industry best practice. The Safety and Liaison Officer plays a key role in maintaining and continuously improving WHS across the organisation.

ORGANISATIONAL ENVIRONMENT

ANSTO is a leading global nuclear science and technology organisation delivering world class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce. Nuclear Safety, Security and Stewardship incorporates High Reliability (Safety), Nuclear Security and Safeguards and the Nuclear Stewardship science and technology platform. The Group provides critical enabling functions for ANSTO ensuring operational compliance for a range of regulators as well providing mandated services to federal and state government departments and agencies.

ANSTO is committed to delivering excellence in safety performance based on ANSTO's core values. The High Reliability team is comprised of professionals that provide WHS, Radiation Protection, Occupational Health and Emergency subject matter expertise and services to the organisation and our external stakeholders. This includes supporting the Visiting Ships Panel (Nuclear) and working with the Department of Defence in its program to acquire a nuclear-powered submarine capability. Continuous improvement to best practice standard across the organisation is embedded at the local level through the programs put in place by High Reliability support functions.

The Safety and Liaison Officer works closely with the Radiological Emergency Manager and the WHS Operations Leader within the High Reliability group. They will have working relationships with the broader Emergency Operations team, Radiation Services, Regulatory Affairs, Occupational Health, WHS, Nuclear Stewardship, Asset Management, executives, committees, agencies, and stakeholders to protect, prevent, prepare, mitigate, respond to and recover from all emergencies. In addition, the Safety and Liaison Officer is a part of local, national, and international response networks that contribute to EPR, including the IAEA.

ACCOUNTABILITIES & RESPONSIBILITIES

The key accountabilities - Band 5

- Provide WHS (Work Health and Safety) and Radiation Protection assurance to ANSTO and in particular Emergency Operations by assisting leaders and staff to develop and implement risk-based work solutions for specific tasks while understanding and taking into consideration each unique operational aspects.
- Participate and contribute towards ANSTO roles and responsibilities in their VSP(N) activities such Port validation activities and assisting in reviewing and updating documents relating to activities as per OPSMAN1 (Operational Manual -Defence)
- Support the Emergency operations with relationships, negotiate with clients and adapt communication styles to suit levels of technical understanding to reach agreement on desired outcomes.
- Support emergency safety programs, facilitate evaluation and analysis of mental health first aiders, first aiders, and building wardens to ensure they remain current with industry best practices and are prepared for potential emergencies.
- Demonstrate strong leadership qualities, working consultatively and collaboratively with project leaders, clients, and high reliability staff to develop relationships as a basis for influence, mentoring and providing integrated technical and strategic advice of PRC goals and objectives;
- Provide accurate, compliant, and timely advice on a broad range of hazards and high-risk tasks. This includes conducting task, process, and operational risk assessments, reviewing plans and arrangements associated with Nuclear Powered Warship work as well as advising on conventional safety hazards including, human factors, chemicals, biological, physical, emergency preparedness and response etc by having a demonstrated depth of understanding.
- Assist line management with audits of safety systems to determine the degree of compliance with KPIs and targets and provide relevant feedback to the PRC management team;
- Identify and implement innovative work health and safety solutions and controls in hazardous radiological environments.
- Provide expert WHS support in collaboration with broader High Reliability team to deliver holistic safety support for activities including emergency exercises, project life-cycle activities, training, commercial activities and other agency activities as required.
- Prepare written reports of a technical nature making recommendations.
- Contribute towards the review and update of ANSTO business management system, including nuclear and radiological for planned and emergency situations.
- Undertake additional duties as required
- Behave in a manner that reflects the ANSTO Values and engenders an inclusive environment for all

Additional Key Accountabilities - Band 6

- Provide authoritative expert WHS advice and recommendations in support of emergency preparedness in relation to best practices, latest guidance, Australian and international standards.
- Develop safety standards, technical guidelines and tools on emergency preparedness and response to provide adequate reference to ANSTO for development, and continuous improvement of robust arrangements for preparedness and response to safety and security related incidents and emergencies, in particular nuclear and radiological.
- Provide WHS assurance to the NPW program and ANSTO by assisting leaders to develop and implement risk-based work solutions for specific tasks while understanding and taking into consideration unique operational aspects.
- Maintain knowledge of industry best practice, technology developments and emerging issues related to worker health and safety. Share the learnings and knowledge with team members and relevant leaders, assess the potential relevance to ANSTO supported activities.
- Provide expert support in the review and development of the ANSTO Work Business Management System. Understand management systems, policies and procedures in the broader context of diverse business undertakings. Support ANSTO business units in maintaining and testing their local emergency response arrangements including assisting and coordinating emergency exercises and supporting improvement initiatives.

- Lead management system audits related to safety systems and emergency preparedness to identify corrective actions and implementation as required.
- Represent ANSTO as a subject matter expert at national and international forums and use influence and change management skills to drive ANSTO activities and arrangements to be compatible with industry best practice.
- Provide expert technical inputs to lead WHS support in collaboration with broader High Reliability team to deliver holistic safety support for activities including emergency exercises, project life-cycle activities, training, commercial activities and other agency activities as required. Eg Multiagency exercises, materials transport.
- Contribute towards ensuring ANSTO's emergency response teams are suitably trained and competent to carry out their roles at ANSTO, national and international emergency response through the development of training drills and refresher exercises to maintain and build on knowledge and experience
- Act in various leadership roles as and when required.

Decision Making

- The position determines key work priorities within the context of agreed work plans and will consult with the WHS line management and Radiation protection Manager on complex, sensitive issues or issues that have a significant impact on WHS.
- The position works within a framework of WHS legislation, policies, and professional standards. Within this framework the position has the independence to determine how to achieve the objectives of the role, including deciding on methods and approaches, operations, and project planning
- The position is fully accountable for the accuracy, integrity, quality and internal delivery of WHS advice and support.
- Provide mentorship and leadership to PRC staff, trainees, graduates, and other leaders across the organisation and be capable of acting in the position of Leader PRC as required.
- Respectful challenge of WHS practices based on research evidence and best practice.
- Evidence based decision making to determine if incidents meet the criteria as being notifiable to the regulator.
- Provide input into the corporate strategic WHS plan and objectives.
- Advise project groups on resource demand requirements, resource availability and costs in relation to project lifecycle.
- 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:

- Maintain current and accurate knowledge and understanding of international and national legislation, standards, codes of practice and best practice to address requirements and compliance across a broad range of hazards and disciplines,
- The balance between competing priorities of ANSTO's EPR related capabilities and to support national and regional activities.
- Development and implementation of best practice by networking with other subject matter experts to deliver continuous improvement opportunities and using the approved management of change process for any improvements.
- Ongoing professional WHS and Emergency management (EM) development in a dynamic environment,
- Providing compliant WHS advice in a timely manner to meet the operational requirements of complex and diverse operations with competing priorities and deadlines,

- Obtaining acceptance and buy in as an influential professional from clients with diverse backgrounds of culture, diversity, experience, education and needs

KEY RELATIONSHIPS

- All ANSTO areas that utilise radiation and/or radioactive or nuclear material. The Safety and Liaison Officer works closely with various Subject Matter Experts, including Emergency Management, Radiation Services, Regulatory Affairs, Occupational Health, WHS, Nuclear Stewardship, Asset Management, and others.
- External stakeholders include the Australian Defence Force, Crisis Coordination Centre (Home Affairs), State and other Australian emergency response organisations, the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), regional Government partners and the International Atomic Energy Agency (IAEA).

Who	Purpose
Internal	
Radiological Emergency Manager	• Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
WHS Operations Leader	• Receive guidance and direction; • Provide expert, authoritative and evidence-based advice; • Collaborate and share accountability and resources; • Negotiate and report on budgets and resources consistent with strategic plans and goals; • Recommend and gain endorsement for plans and goals and other initiatives.
Emergency Operations Manager	• Provide support in emergency preparedness and response • Provide expert, authoritative and evidence-based advice for radiological and nuclear emergency preparedness plans • Collaborate and share accountability and resources • Contribute to group decision making processes, planning and goals
RPS team members	• Provide expert advice and analysis on all radiation protection matters and staff issues. • Encourage and contribute to group decision making processes, planning and goals • Collaborate and share accountability and resources, • Negotiate and resolve conflicts
High Reliability team members	• Provide expert advice and analysis on all work health and safety matters and staff issues. • Encourage and contribute to group decision making processes, planning and goals • Collaborate and share accountability and resources, • Negotiate and resolve conflicts
ANSTO Radiation Services	• Work closely to support commercial agreements with external stakeholders • Provide expert advice and analysis on all radiation protection matters pertaining to emergency preparedness and response

NSTLI / Nuclear Stewardship / Environmental Monitoring	• Liaise with radioanalytical laboratories participating in the IAEA ALMERA network to ensure method development aligns with ANSTO's emergency response needs • Provide client feedback to the development of the ERAIMS plume dispersion model capability
ANSTO undertakings	• Supporting operational implementation of ANSTO's response roles during nuclear or radiological incidents and emergencies • Assist in Developing, maintaining, and enhancing their emergency arrangements.
ANSTO Communications	• Assisting ANSTO Communications develop guidance and advice for ANSTO and others on public communications in nuclear and radiological incidents and emergencies and implementing RN EPR outreach activities.
External	
Senior Commonwealth and State/Territory personnel	• To coordinate and cooperate in the radiological and nuclear emergency preparedness and response requirements in line with state, national and international plans, and guidance.
ARPANSA	• Reporting and advice subject to approval by REM or EOM
IAEA	• Assist to coordinate and cooperate in the radiological and nuclear emergency preparedness and response requirements in line with national and international plans and guidance.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Radiological Emergency Manager
Collaborative Interaction	WHS Operations Emergency Operations Manager Manager RPS Manager WHS Leader RPS Operations Leader, Radiation Safety Lifecycle Leader, Health Physics Surveyors Leader, Human Health Monitoring Leader WHS Systems Radiation Protection Technologist Senior Health Physicist
Direct/Indirect Reports	Nil

Financial Data	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	Primary: Lucas Heights Working in different areas of any ANSTO campus as needed.

3. Experience and knowledge of conventional safety / occupational hygiene principles. e.g. PPE/RPE, operations, systems, compliance, projects & training.
4. Strong verbal communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences
5. Experience in implementing and applying radiation protection practices.
6. Knowledge of and experience in implementing regulatory and IAEA guidelines and codes
7. Experience in emergency management or operations
8. Proven project and time management skills
9. Strong interpersonal and negotiation skills with the capacity to influence key staff and representatives at ANSTO, government agencies and professional organisations
10. Strong attention to detail and responsive, proactive attitude with the ability to work autonomously and collaborate within a team.

Band 6:

1. Graduate Diploma (or Cert IV with demonstrated extensive experience) minimum; Degree or higher in science, safety or a relevant discipline is desirable or equivalent extensive industry experience
2. Extensive experience working as a WHS Professional, or Radiation Professional with WHS experience and practical application of solution driven risk mitigation strategies across broad ranging hazardous environments
3. Excellent verbal and written communication skills with emphasis on technical report writing, presentation skills and demonstrated ability to adapt communication styles to differing audiences
4. Demonstrated extensive experience in practical application of WHS, radiation protection practices, regulatory and IAEA guidelines and codes in consideration of varied agency and operational requirements to deliver optimal outcomes
5. Demonstrated project and time management skills.
6. Strong attention to detail and responsive, proactive attitude with the ability to work autonomously and collaborate within a team.
7. Highly developed analytical and problem-solving skills.
8. Demonstrated ability to effectively manage relationships with key stakeholders and clients in complex socio-political environments with the ability to influence and inspire change
9. Demonstrated ability to work as a leader and part of the team as part of an incident management team

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. The line manager is the direct manager of the position. Delegated authority is the most appropriate senior manager within the Business Area (General Manager or Head , in the absence of these roles within the structure, it must escalate to Group Executive).

Line Manager		Delegated Authority	
Name:	Prashant Maharaj	Name:	Karen Wolfe
Title:	Radiological Emergency Manager	Title:	General Manager, High Reliability
Signature:		Signature:	
Date:		Date:	

Safety and Liaison Officer Linked Role (PD-2359)

Band 5 to Band 6 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
Developing and applying WHS or radiation protection standards, policies and guides within facilities and practices they support (as Technical Authority).	☐ Yes ☐ No
Providing expert advice on complex safety or radiation protection matters, including demonstrating expert knowledge of the relevant state, commonwealth and international standards and regulations.	☐ Yes ☐ No
Working consultatively and collaboratively with project leaders, clients, and high reliability staff to establish productive working relationships and foster the communication of experiences and knowledge across different divisions. This can include guiding and coordinating other safety professionals and technicians conducting work in their operational area	☐ Yes ☐ No
Maintaining knowledge of industry best practice and technology developments. This can include representing the organisation as a subject matter expert at national and international forums.	☐ Yes ☐ No
Performing and/or coordinating investigations of safety or radiological safety incidents and any reports produced with appropriate recommendations to address identified issues and prevent recurrence.	☐ Yes ☐ No
Promoting and fostering safety culture with evidence of continuous improvement and understanding of safety measures. This may include challenging established ways of working in favour of more optimal approaches.	☐ Yes ☐ No
Sharing industry best practice and technology developments with team members.	☐ Yes ☐ No
Developing and reviewing safety or radiation protection training to ANSTO workers and clients or external stakeholders. This can include area or task specific training.	☐ Yes ☐ No
Performing and assisting in complex WHS or radiation safety assessments, nuclear safety assessments, and risk assessments.	☐ Yes ☐ No
Preparing comprehensive technical reports making recommendations to senior management and/or external bodies.	☐ Yes ☐ No

Manager Recommendation:

I have reviewed the employee's competence in accordance with Linked Role PD-2359 and certify that the employee meets all requirements for transition and recommend transition from Band 5 to Band 6 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 5 to Band 6

General Manager Name:	
Signature:	
Date:	