



POSITION DESCRIPTION

Position Title:	Executive Officer - NST
Cluster / Business Unit / Division	Nuclear Science and Technology (NST)
Section or Unit:	Office of the Group Executive
Classification:	Band 8
Job Family:	Project & Program
Position Description Number:	PD-2431
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Research & Sciences

POSITION PURPOSE

The primary objective of the Executive Officer is to provide high-level strategic and tactical advice, planning, and project implementation to the Group Executive Nuclear Science and Technology (NST). The position will represent the Group Executive NST as required, manage special projects, and prepare sensitive and complex correspondence. This position will assist the Group Executive NST in execution of strategic priorities and decision making. The Executive Officer will act as a liaison between the Group Executive NST, members of the NST Leadership Team, project colleagues and NST staff, to ensure the strategic value, benefits and objectives of the project(s) are assured and understood within NST and with relevant stakeholders. This will include resolving issues and managing and mitigating risks and dependencies, as well as reporting against critical project milestones.

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.

Nuclear Science and Technology 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 Group Executive, NST is a member of ANSTO Executive Team, reporting directly to the CEO, and provides strategic direction and oversight to ANSTO's research programs, capabilities and infrastructure. The NST Leadership team work together to foster innovation in research to support health, the environment and advances in the nuclear fuel cycle, as well as the development of future nuclear science infrastructure and capabilities used by hundreds of national and international researchers and industry partners annually.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide expert and authoritative analysis, advice and support to the Group Executive NST and NST Leadership Team on a broad range of high-level strategic, operational and sensitive issues;
- Aid the Group Executive NST in preparation for the Board reporting cycle including preparation and review of board reports and presentations;
- Manage and implement a range of special projects including, but not limited to, research, strategic planning, cultural change, and science communications on behalf of the NST Leadership Team and/or ANSTO to ensure the achievement of project outcomes while fostering high levels of collaboration

amongst the project participants and supporting the management and impact of changes and improvements;

- Work with key internal and external stakeholders to ensure project scope and deliverables (tangible and intangible) are defined and agreed to;
- Research and prepare strategic advice, information and reports on diverse and complex matters relevant to NST to ensure the Group Executive is appropriately briefed and advised in a timely manner;
- Prepare, manage and review high level communications and correspondence including briefings, reports, submissions and other documents to ensure the comprehensiveness, accuracy and timeliness of information;
- Act as the Group Executive point of contact, liaise with stakeholders, action requests to co-ordinate communication, and proactively ensure tasks meet deadlines;
- Contribute to the development and implementation of NST strategic and business plans. Monitor planning activities and processes to ensure that milestones and reporting requirements are satisfied;
- Prepare and maintain strategic project plans including project schedules, resource plans, communication plans, and monitor activities against these to ensure projects deliver within the agreed scope and time parameters;
- Monitor and report on strategic, operational, management and project plans to inform decision making and support achievement of NST key performance indicators and objectives;
- Actively promote and contribute to the development and sustainment of a flexible high performance culture. Be a visible change agent and support the Leadership Team in embedding the operational model and during periods of significant cultural and organisational change;
- Influence across NST and the NST Leadership Team to promote and support ANSTO's Diversity and Inclusion programs;
- Collaborate with the Office of the CEO, Office of the COO and Executive team as required;
- Undertake additional duties as required.

Decision Making

- The position works within the broadly defined outcomes of the NST Group and within a framework of legislation, policies, professional standards and resource parameters.
- The ANSTO Act, values, organisational corporate plan, NST strategy and business plans, operational excellence program provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Group Executive and Leaders and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Leadership Team on complex, sensitive and political issues that have a significant impact on the organisations functions.
- 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

- Identifying, analysing and communicating pertinent and complex contextual issues, competing interests and priorities.
- Brokering joint action and consensus across multiple stakeholders in an environment of finite resources, time constraints, competing priorities and in the absence of direct reporting relationships.

- Anticipating and addressing contentious issues and providing accurate advice on complex issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources, whilst maintaining confidentiality and exercising diplomacy.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive NST	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Manage priorities, needs and expectations
NST Leadership Team	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships and communication channels to facilitate the flow of information and plan and deliver projects. • Provide expert advice and analysis on a full range of matters • Collaborate on common responses to emerging and/or developing issues. • Contribute to executive decision making processes, strategic planning and goals. • Share accountability, negotiate and resolve conflicts • Develop co-operation and support required to liaise on behalf of the NST Leadership Team to negotiate and influence in pursuit of specific objectives and outcome timeframes.
ANSTO Executives & internal key stakeholders	<ul style="list-style-type: none"> • Establish & maintain collaborative relationships to facilitate strategic project delivery. • Liaise across ANSTO on a range of issues on behalf of the Leadership Team, ensuring an open and proactive flow of communication & management information.
Office of the CEO, ANSTO Company Secretary	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships • Share ideas, learning and facilitate information transfer • Co-ordinate preparation of board papers on behalf of NST
External	
Stakeholders	<ul style="list-style-type: none"> • Facilitate communication and interaction with external stakeholders including international science agencies, PFRA's, AINSE, collaborators and partners, industry, Universities.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Group Executive NST
Direct Reports	Nil
Indirect Reports	Nil
Financial Data (2023/2024)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	Lucas Heights or Clayton Working in different areas of designated site/campus as needed
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer).
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work will be required on a regular basis
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance if required

Workplace Health & Safety	
Specific role/s as specified in <u>AP- All Workers 2362</u> of the ANSTO WHS Management System	Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher qualification in science, management, other relevant discipline or equivalent experience;
2. Experience building and utilising a culture of inclusion and diversity that encourages innovation, improves productivity and promotes teamwork and collaboration to deliver strategic projects.
3. Demonstrated ability to exercise sound judgement, particularly in matters of high sensitivity, strict confidentiality and/or potential controversy;
4. Highly developed organisational skills and the capacity to effectively manage a large volume of work in a high pressure environment with an outstanding degree of accuracy;
5. Superior written and verbal communication, interpersonal, consultation and negotiation skills;
6. Knowledge and understanding of federal government priorities and policy directions;
7. Experience providing strategic and tactical advice and planning, operational and project support;
8. Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions in an innovative and resourceful manner;
9. Demonstrated ability developing and maintaining effective networks, alliances and operational relationship with internal and external stakeholders;
10. Demonstrated ability to maintain high levels of discretion and confidentiality.

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: Andrew Peele	Name: Andrew Peele
Title: Group Executive, NST	Title: Group Executive - NST
Signature:	Signature:
Date:	Date:

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