



POSITION DESCRIPTION

Position Title:	Project Manager/ Senior Project Manager
Cluster / Business Unit / Division	Research Translation and Australian Synchrotron
Section or Unit:	Project Management Office
Classification:	Band 6/7
Position Description Number:	PD-1773
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Senior/ Project Manager is to lead and manage large, multi-disciplinary projects, that meet customer requirements from concept through to development, manufacturing, testing, commissioning, and completion, ensuring conformance with processes and regulatory procedures.

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.

ANSTO in Victoria develops ANSTO's presence in Victoria and supports ANSTO's mandate to provide nuclear science and technology for public benefit. At ANSTO's Clayton campus, the Australian Synchrotron is landmark scientific infrastructure that enables the characterisation of hard and soft materials and living tissues for structure, function and clinical investigations for industry, health, food, environment, biotechnology, nanotechnology, energy, advanced materials and heritage/archaeology research sectors.

The Australian Synchrotron operates as a platform within the ANSTO's Nuclear Science & Technology and Landmark Infrastructure (NSTLI), which incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. The Australian Synchrotron's ten world class beam lines, three of which are world leading, enable experiments not possible with conventional X-Ray sources. The Australian Synchrotron collaborates with a wide range of research groups across Australian and New Zealand Universities, Research Institutes, ANSTO, CSIRO, museums, international research organisations and interacts with Australian and international companies in the Medicine, Mining, Pharmaceutical, Biotechnology, Nanotechnology, Agriculture and Energy industries.

The Project / Senior Project Manager role sits within the Project Management Office function. The function is responsible for the strategic infrastructure planning, oversight of project management and for the delivery of large, complex, multidisciplinary, strategic programs and projects, requiring ANSTO Executive stakeholder involvement and regulatory interaction.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage multi-disciplinary projects from conception to completion, including scope management, supervision, cost control, time management, quality/ safety/ environmental control, and contract management, ensuring work is delivered on time and budget.
- Initiate projects including consulting with clients, stakeholders and management to gain acceptance of business cases. This includes developing cost benefit analyses of proposed options, seeking new solutions, and developing new techniques and methods.
- Manage multi-disciplinary project teams including frequent communication, conflict resolution and negotiation.
- Provide quality verbal and written reports and presentations to stakeholders including the ANSTO executives.
- Undertake detailed project planning including developing a project plan to deliver the project either based on approved funding or in order to attain funding.
- Manage project risk by proactively tracking cost forecasting, task scheduling, contract administration and resolving critical issues.
- Manage customer relationships and ensure customers are informed of progress of project.
- Undertake additional duties as required and during period of leave of other staff.

In addition to performing all Band 6 key accountabilities, the key accountabilities for a Band 7 position include:

- Independently and concurrently lead multiple large projects and multi-disciplinary teams, typically of higher complexity
- Coaching and mentoring of staff including sharing of specialist knowledge
- Deliver client focused solutions with the ability to influence, negotiate and liaise with senior staff including developing reports for the Executive, CEO and Board.
- Influencing and managing subject matter experts

Decision Making

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Research Translation and Australian Synchrotron strategy and PMO business objectives provide the context for the position.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, and project planning.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided and is required to ensure that decisions are based on sound evidence. At times, the position may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- 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

- Managing quality, budget, schedule and resources to simultaneously deliver multiple large projects that can be impacted by external factors;

- Ensuring successful implementation and project completion whilst managing conflicting interdependencies, priorities and deadlines;
- Meeting the requirements and expectations of multiple stakeholders where there may be conflicting priorities.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Senior Manager, Capital Portfolio	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert and evidence based advice • Report on project delivery, budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
PMO 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 • Negotiate and resolve conflicts
Multi-disciplinary Integrated Project Teams	<ul style="list-style-type: none"> • Provide leadership, supervision and guidance • Set performance requirements and manage performance and delivery • Engage to monitor trends, performance and progress against the project plan and evaluate further support which may be required to ensure delivery against the plan
Other ANSTO groups and/or committees and stakeholders	<ul style="list-style-type: none"> • Engage and gain support/ endorsement • Establish and build good working relationships, proactively responding to and resolving issues.
External	
Vendors/ suppliers	<ul style="list-style-type: none"> • Establish professional relationships • Contract negotiation and delivery

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Senior Manager, Capital Portfolio
Direct Reports	Nil
Indirect Reports	Various - Members of Integrated Project Teams
Financial Data (FY21)	
Revenue / Grants	-
Operating Budget	-
Staffing Budget	-
Capital Budget	Variable – between \$2-30M as defined by the allocated projects.
Assets	-
Special / Physical Requirements	
Location:	Clayton, Victoria. Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Some travel may be required both internationally and nationally

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Wearing personal protective equipment
Radiation areas:	May be required to work in radiation areas under tightly regulated 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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements
Requirements for Transition from Band 6 to Band 7:	Minimum 3 years or equivalent experience performing Band 6 accountabilities. Demonstrated capability to successfully deliver Band 7 accountabilities. Active and effective demonstration of ANSTO values and behaviours. The transition from Band 6 to Band 7 will occur following a recommendation from the relevant supervisor, assessment by management and approval from the Group Executive, Research Translation and Australian Synchrotron. Transition is not automatic and ability to perform Band 7 accountabilities will need to be demonstrated and assessed in detail.

Workplace Health & Safety

Specific role/s as specified in AP- All Workers

2362 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

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

Band 6 Project Manager position:

1. Tertiary qualification in an engineering or science related discipline
2. Project management qualification (diploma preferred) from a recognised institution.
3. Demonstrated, recent experience managing large multi-disciplinary projects.
4. Excellent established communication and people skills, including team management, negotiation and conflict resolution, and experience in managing effective relationships with key stakeholders at different levels within an organisation.
5. Demonstrated experience managing procurement contracts, external design consultants, and commissioning activities.
6. Demonstrated experience managing safety, regulatory and security aspects in large projects.
7. Ability to manage a range of competing priorities.
8. Highly developed verbal and written communication skills.
9. Proven ability to seek and promote continuous improvement and willingness to implement change.
10. Strong team focus.

In addition, the Band 7 position Senior Project Manager requires:

11. High level of expertise / multiple years of experience as a Project Manager

- 12. Proven expertise in managing high complexity projects
- 13. Proven ability to lead and manage change
- 14. Proven ability to lead, coach and mentor staff
- 15. Ability to think strategically at the Program level, and contribute to business strategy.

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:	Michelle Jones-Lennon	Name:	Andrew Peele
Title:	Senior Manager, Capital Portfolio	Title:	Group Executive, Research Translation and Australian Synchrotron
Signature:		Signature:	
Date:	30/3/2021	Date:	30/3/2021