



POSITION DESCRIPTION

Position Title:	Product Portfolio Manager & Nuclear Science and Technology (NST) Planning Lead
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	Integrated Business Planning (IBP)
Classification:	Band 7
Job Family:	Organisational Leadership
Position Description Number:	PD-2470
Work Contract Type:	Professional
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The Product Portfolio Manager (PPM) role in the Integrated Business Planning Team is responsible for strategically overseeing all the products in ANSTO's portfolio and ensuring alignment with the overall ANSTO strategy. The PPM must ensure consistency among products and deliverables across the entire portfolio and prioritise resources for each area according to its contribution. This role is responsible for the organisation's portfolio of products, their inter-relationships, and the portfolio's role in the market.

The PPM will review new product proposals and work collaboratively with our internal stakeholders, think strategically, manage projects from start to finish and drive category growth through supporting customers in building an innovation pipeline.

The PPM will look at the whole product portfolio and always monitor the broader market. They continuously evaluate all products in terms of how they perform relative to each other. The relative performance informs strategic prioritisation of these products, any gaps in the portfolio representing the most viable opportunities for new markets, increased revenue, and other business objectives.

As Nuclear Science and Technology (NST) Planning Lead the role will also play a lead role in managing the IBP process deployment for NST ensuring seamless integration and information flow between NST and the ANSTO wide IBP process. This role ensures the integrity, consistency, and robustness of the IBP process by integrating NST divisional plans from the IBP elements (Portfolio, Demand and Supply) perspective. It supports the NST Senior Leadership Team (SLT) and with the support of the Demand Manager and Supply Manager identifies gaps and misalignments in NST strategic plans.

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.

The Commercial Products and Service (CPS) group includes several commercial businesses including Minerals, Silicon Irradiation, and Radiation and Nuclear Waste Services. Included within CPS is ANSTO Consulting, Commercial Business Support and Integrated Business Planning. The focus of this group is on the management of ANSTO's established businesses. The group generates revenue for ANSTO from the sale of products and services and has a strong quality focus on meeting customer needs in a timely manner.

Nuclear Science & Technology (NST) 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.

ACCOUNTABILITIES & RESPONSIBILITIES

Portfolio Management

1. **Portfolio Strategy Leadership:** Lead overall portfolio strategy and planning in collaboration with key stakeholders.
2. **Project Management:** Manage projects, ensuring they stay within scope and are executed on time and in full, while fostering cross-functional collaboration.
3. **Risk Management:** Identify and effectively manage risks, ensuring the success of new product launches against project objectives.
4. **Stakeholder Relationships:** Develop and maintain relationships with internal customers, continuously improving ways of working.
5. **Innovation and Growth:** Generate new ideas and solutions for business sustainability and growth, identifying short and long-term opportunities.
6. **Operational Efficiency:** Drive initiatives for business metric improvements, value-add enhancements, product offering simplification, and inventory reduction.
7. **Market Understanding:** Analyse product performance, competitiveness, and market trends to develop revenue growth and margin improvement strategies.
8. **Team Leadership and Development:** Promote a culture of accountability, coach and develop team members, and effectively lead relationships across all levels of the organization.
9. **Product Lifecycle Management:** Ensure monthly lineup readiness, lead cross-functional teams for product design and development, and execute marketing and product strategies for innovation and growth.
10. **Process Optimisation:** Drive the stage gate process, manage the portfolio pipeline, and collaborate with key stakeholders to ensure accurate data capture and reporting in the Portfolio Management Process.

Nuclear Science and Technology Planning Lead

1. **NST Business Integration:** Lead and manage the integration of all NST business plans into the organisational IBP process.
2. **Monthly NST Review Process:** Lead monthly NST review process with key stakeholders, ensuring accurate representation of NST portfolio changes and optimizing outcomes through proper planning and execution.
3. **Demand and Supply Management:** Provide guidance to NST leaders in 1:1 IBP meetings, challenge misalignments, and offer solutions. Manage reporting and monitoring of NST business plans.
4. **Training and Knowledge Uptake:** Develop, implement, and refresh training to drive IBP principles within the NST group.
5. **Process Coordination and Data Integrity:** Coordinate, manage, and report on IBP processes and systems, ensuring data integrity and driving improvements into the process.
6. **Meeting Facilitation:** Facilitate NST IBP meetings, inform the NST SLT, and escalate gaps and misalignments, providing advice and solutions using IBP tools.
7. **Communication and Integration:** Organise and brief NST senior management, ensure consistent data and messaging, communicate company-wide cycle outputs, and work with NST leaders to correct misalignments.
8. **Communication Plan and Intranet Maintenance:** Prepare and implement NST IBP communication plan, establish and maintain NST IBP intranet page.
9. **Enabling Function Collaboration:** Work with enabling functions to produce demand and resourcing profiles for NST.
10. **Accreditation Support:** Support and drive NST towards 'Oliver Wight class A' accreditation.
11. **Additional Duties:** Undertake additional duties as required, especially during the leave periods of other staff members.

Decision Making

- This position leads the ANSTO portfolio decisions and is required to collaborate across the ANSTO organisation to provide guidance, advice and exchange information to deliver profitable outcomes for ANSTO.
- The position is accountable for evaluating data, analysing options, and making informed decisions on product and service offerings provided by ANSTO.
- The position considers and challenges decisions objectively.
- This position also leads the NST IBP process and is required to collaborate across the NST group and broader ANSTO organisation to provide guidance, advice and exchange information to deliver into the ANSTO IBP process.
- This role is fully accountable and reviews data, provides guidance and advice within and for the NST group and elevates any misalignment to plans in the NST IBP meeting, informing the Senior Leadership team for decision making process.
- 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 key challenge of the role will be the interface with NST management, and demand and supply roles within ANSTO (which will include all levels of management at time) to produce an ANSTO Portfolio which aligns with strategy and ensures long term sustainability. The role will also produce a forecast for NST which accurately represents the unconstrained Demand and supply constraints.

- Develop strong working relationships across ANSTO to facilitate broad input and assistance with business analyses.
- Develop strong working relationships with the Operational Excellence (OE) Leads to ensure
 - the smooth, formal transfer of plans and information through the monthly OE planning cycle
 - Effective identification and resolution of issues (at the lowest practicable level) through the Integrated Reconciliation process
- Continually review and improve the quality of the information available to support financial analyses.
- Work with the Group Executives to manage to achieve Portfolio & NST targets and drive various improvement programs.
- Develop an integrated Portfolio strategy for the organisation
- Lead and manage the Portfolio process changes required to deliver Oliver Wight “Class A” Capable Integrated Business Planning accreditation
- Liaise with the NST and Portfolio team to prepare procedures and training material

KEY RELATIONSHIPS

Who	Purpose
Internal	
Senior Manager Integrated Business Planning	<ul style="list-style-type: none"> • Receive direction, instruction, guidance and priorities. • Provide expert, authoritative and evidence-based advice.
Commercial Products and Services & NST Group Executives	<ul style="list-style-type: none"> • Receive direction, instruction, guidance and priorities • Provide expert, authoritative and evidence-based advice • Negotiate and report on operational status and issues • Recommend and gain endorsement for plans and goals and development projects.
IBP Team	<ul style="list-style-type: none"> • Develop effective working relationships • Liaise and consult in relation to impact of relevant ANSTO systems and process on NST and vice versa. • Provide support, facilitate and coordinate reporting and data integrity • Escalate matters to Co-Chairs Portfolio for decision making
NST Senior Leadership Team	<ul style="list-style-type: none"> • Establish and maintain collaborative relationships and communication channels. • Provide expert advice, recommendations, reports and data to inform decisions. • Recommend and gain endorsement, and report on status of continuous improvement initiatives. • Provide advice and information on NST status within the various programs and on changes / risks which may affect arrangements or operations.
NST Leaders	<ul style="list-style-type: none"> • Provide support and expert advice on IBP processes relevant to all business units within NST. • Provide reporting on KPI's, metrics and impact across the organisation.
Enablers	<ul style="list-style-type: none"> • Develop effective working relationships with ANSTO Enablers • Working closely with ANSTO Analytics team developing and maintaining the IBP database, KPI's, metrics and Power BI reports.
CPMO	<ul style="list-style-type: none"> • Developing effective working relationships with CPMO • Ensuring integration of information flow
External	
Oliver Wight staff	<ul style="list-style-type: none"> • Develop effective working relationships • Seek guidance on best practice IBP implementation

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Senior Integrated Business Planning Manager
Direct Reports	Nil
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights
Travel:	May be required travel to ANSTO sites from time to time

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be infrequently required to enter radiation areas under tightly regulated conditions
Hours:	Willingness to work varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

Refer to published Organisational Chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Bachelor's degree in Business Management, Business Administration, Project Management, Marketing, or related field;
2. Minimum, 3-5 years preferred experience in product management or closely related field; and managing NPD projects
3. Strong project and stakeholder management
4. Excellent communicator with strong influencing skills
5. Solutions focused with a can-do attitude
6. High attention to detail, sound judgment and analytical skills.
7. Self-motivated and able to work independently to complete tasks
8. Confident presenting to stakeholders
9. Strong financial acumen and ability to manage P&Ls to develop margin accretive innovation
10. Experience with understanding of price, cost, margin, and profit;
11. Experience influencing cross-functional teams in a fast-paced, dynamic environment;
12. Ability to prioritize and complete a variety of simultaneous tasks with a high level of organisation;

VERIFICATION

Line Manager		Delegated Authority	
Name:	Cornelia Boonstra	Name:	Oleh Nakone
Title:	Senior Manager Integrated Business Planning	Title:	Group Executive, Commercial Products and Services
Signature:		Signature:	
Date:		Date:	