



## POSITION DESCRIPTION

<b>Position Title:</b>	Head of Engineering Design
<b>Cluster / Business Unit / Division</b>	Infrastructure and Engineering Services
<b>Section or Unit:</b>	Engineering Design
<b>Classification:</b>	Band 9
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-2483
<b>Work Contract Type:</b>	Manager
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Engineering

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### POSITION PURPOSE

The Head of Engineering Design purpose is to lead and manage a high-performing team of Drafting, Design, and technical engineers, delivering engineering expertise, assurance, and advice. The Head of Engineering Design is responsible for guiding the team through concept validation, design phases, preparation of technical drawings, and asset characterisation to deliver designs that meet internal and client specifications on assets and projects. As a senior leader, the position models an appropriate balance between meeting customer needs and deliver a safe high quality and cost-effective outcome.

### 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 Infrastructure and Engineering Services group is responsible for supporting customers realise their business outcomes in delivering engineering projects in accordance with engineering business management systems ensuring delivery to required scope, quality, regulatory compliance, time, and cost. It provides engineering design expertise and delivery of projects and programs with independent oversight from a centralised Engineering Delivery PMO division.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Oversee the development and validation of engineering concepts into detailed designs ensuring compliance with User requirement specifications and all quality, safety, and regulatory requirements in accordance with the Engineering Business Management System developed by the Chief Engineer's office.
- Cultivate a clear vision for the engineering design team, ensuring alignment with the business's strategic objectives. Inspire a culture of excellence, innovation, and continuous improvement within the engineering team.
- Provide leadership, mentorship, and performance management to Drafting, Design, and technical engineers.
- Ensure that all engineering work is delivered on time, within scope, and budget, meeting, or exceeding quality standards.

- Assess and implement innovative solutions that deliver value engineering and cost savings without compromising on quality or performance.
- Ensure the availability of appropriate tools, software, and equipment for the engineering team to perform effectively.
- Serve as the primary engineering liaison with internal departments, clients, suppliers, and external partners.
- Identify, assess, and mitigate engineering risks related to designs, processes, and operational performance.
- Ensure all engineering activities adhere to industry regulations, safety standards, and environmental guidelines.
- Ensure all designs consider maintainability requirements.
- Understands and follows the policies, rules, guidelines, procedures established by the Office of the Chief Engineer.

### Decision Making

- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the unit strategy and unit objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided to ANSTO 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 GE Infrastructure & Engineering Services on complex, sensitive and major issues that have a significant impact on the unit.
- 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

- Developing a shared vision and maintaining a high-performance environment where teamwork and continuous improvement are valued can be challenging, especially as the team and projects scale and evolve.
- Ensuring that all designs, drawings, and technical outputs meet the highest standards of engineering quality and safety, and adhere to internal and client specifications, is a significant responsibility.
- Effectively managing the workload of the engineering team to optimise productivity while preventing burnout is a key challenge.
- Maintaining a highly skilled team requires a commitment to ongoing professional development and education.
- As technologies and engineering practises evolve, the Head of Engineering must ensure that the team remains at the cutting edge.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff engagement and quality recruitment</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Set performance requirements and manage performance and development</li> <li>• Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan</li> </ul>
All ANSTO divisions	<ul style="list-style-type: none"> <li>• Key stakeholder and client groups</li> </ul>
<b>External</b>	
External Suppliers/consultants/regulators	<ul style="list-style-type: none"> <li>• External suppliers, designers, trades staff.</li> <li>• External customers when engaged in commercial work.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the GE Infrastructure & Engineering Services
Direct Reports	<ul style="list-style-type: none"> <li>• Design Drafting Manager</li> <li>• Engineering Design Manager</li> </ul>
Indirect Reports	<ul style="list-style-type: none"> <li>• Senior Drafting Officer</li> <li>• Drafting Officer</li> <li>• Senior Engineer</li> <li>• Discipline Engineer</li> <li>• Engineer</li> </ul>
<b>Financial Data (2024/25)</b>	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time. Frequent travel to ANSTO sites within Australia Frequent travel 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

Radiation areas:	May be required to work in radiation areas under tightly regulated conditions. Perform duties in an area where radioactive materials are handled under tightly controlled safety 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
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain appropriate federal government clearance

### Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers
	General Manager
	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

1. Relevant degree in Engineering is required.
2. Lengthy experience in Engineering roles, with a significant portion in leadership roles.
3. Proven track record of managing large-scale engineering projects from conception to completion.
4. A comprehensive understanding of engineering principals, practices, and methodologies used in drafting, design, and asset categorisation.
5. Deep knowledge of project management processes and the ability to lead engineering projects from conception through to completion.
6. Leadership skills to inspire and manage a diverse team of engineering professionals in drafting, design, and technical domains.
7. A portfolio of completed projects that demonstrates expertise in delivering high-quality engineering solutions that meet both internal and client specifications.

## 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:		Name:	
Title:	GE Infrastructure & Engineering Services	Title:	Chief Executive Officer
Signature:		Signature:	
Date:		Date:	