



POSITION DESCRIPTION

Position Title:	Master Scheduler
Cluster / Business Unit / Division	Infrastructure and Engineering Services
Section or Unit:	Engineering Delivery PMO
Classification:	Band 6
Job Family:	Project and Program
Position Description Number:	PD-2481
Work Contract Type:	Technician
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The Master Scheduler is responsible for ensuring the development and maintenance of comprehensive portfolio, programme, and project schedules. This role involves defining and applying effective scheduling principles and frameworks to facilitate complete, predictable, and transparent project timelines. This position requires a highly organised and analytical professional capable of navigating complex projects and making informed contributions to the effective execution of project delivery.

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

- Develop and implement effective scheduling frameworks, processes, and standards to ensure manageable, consistent, and predictable project planning, monitoring, and reporting across ANSTO.
- Develop, analyse, and maintain master strategy and engineering and maintenance portfolio schedules, including critical portfolio interdependencies, to support strategic decision making regarding the overall strategy and portfolio of work.
- Engage, coach, advise and resolve issues across a wide range of stakeholders and Project Managers at all levels of the organisation to ensure the effective development and maintenance of schedules.
- Monitor and analyse portfolio, programme and project schedule logic and status, ensuring currency and scope changes and slippages are reflected into schedules.
- Implement portfolio scheduling frameworks and work with the team to ensure adherence to scheduling principles and best practises and govern scheduling across the portfolio of projects.
- Provide predictive analytics and forward-looking schedules to support executive decision-making processes.

- Generate high-level portfolio reports and detailed project schedules, ensuring internal and external stakeholders understand the impact on project and organisational objectives.
- Utilise advanced scheduling tools and software to track project milestones and critical paths

Decision Making

- 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 Head of Engineering Delivery PMO on complex, sensitive and major issues that have a significant impact on the unit.
- All Engineering and Maintenance practitioners will understand, utilise, comply with and identify improvements to the ANSTO Engineering Management System as set by the Office of the Chief Engineer.
- 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

- Creating a cohesive master schedule from multiple projects and programmes, each with their own timelines, deliverables, and resource allocations, is highly complex.
- Identifying and resolving resource constraints and conflicts is an ongoing challenge, as projects may compete for the same resources.
- Swiftly adjust schedules in response to project scope changes, resource availability, or external factors, without compromising the integrity of the master schedule or the delivery of other projects within the portfolio.
- Keeping all stakeholders informed and in agreement with the scheduling decisions, including project managers, executives, and third-party vendors, can be challenging.
- Ensuring data integrity and being able to forecast potential delays and recommend pre-emptive actions, requires robust analytical skills. The challenge lies in predicting the unpredictable and creating flexible schedules that can withstand unforeseen developments.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice
Work area 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
All ANSTO divisions	<ul style="list-style-type: none"> • Key stakeholder and client groups
External	
External Suppliers/consultants/regulators	<ul style="list-style-type: none"> • External suppliers, designers, trades staff. • External customers when engaged in commercial work.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Head of Engineering Delivery PMO
Direct Reports	N/A
Indirect Reports	N/A

Special / Physical Requirements	
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 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 Business Management, Project Management, Engineering, or other related disciplines.
2. In-depth understanding of scheduling methodologies and principles, including Critical Path Method (CPM), Program Evaluation Review Technique (PERT), and resource levelling.
3. Knowledge of project management processes and phases from initiation through to closing.
4. Familiarity with project management software tools that support scheduling functions, such as Microsoft Project, Primavera P6, or similar.
5. Proven experience as a Master Scheduler or in a similar role managing complex project schedules.
6. Experience in planning, scheduling, and controlling project activities to meet project objectives.

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: Head of Engineering Delivery PMO	Title: GE Infrastructure & Engineering Services
Signature:	Signature:
Date:	Date: