



Australian Government



POSITION DESCRIPTION

Position Title:	Senior Design Drafting Officer <ul style="list-style-type: none">• Mechanical• Electrical
Cluster / Business Unit / Division	Infrastructure & Engineering Services
Section or Unit:	Engineering Design
Classification:	Band 6
Job Family:	Engineering and Technical
Position Description Number:	PD-2497
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The primary objective of the Senior Design Drafting Officer is to provide technical design and drafting leadership for ANSTO wide Design Drafting activities under the guidance and requirements set by the office of chief engineer and the lead engineers. The responsibilities include investigation, concept development, detail design & drafting through to final commissioning and handover.

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

- Lead and manage design drafting, ensuring technical requirements, schedules, and quality to meet project requests in a timely manner and within agreed budget.
- Develop detailed plans and budgets for engineering projects aligned with business strategy and ANSTO values and provide technically sound engineering service to support several cross-functional projects, including Portfolio Managers, under general guidance.
- Assist with the development and maintain an effective strategy for design and drafting of engineering major projects at ANSTO in line Design Drafting Manager expectations.

- Support the strategy development of design drafting capabilities by taking a proactive role in the formulation of new design, significantly contributing to concept development, calculations, and documentation, liaising with team members to ensure design meets requirements and checking Drafting Officers work prior to final approval.
- Utilise specific expertise and exercise sound judgement in order to assess the viability of proposed approaches including select and provide advice on the most effective techniques and methods and negotiating with customers on requirements & priorities.
- Compile proposals, progress reports, and contribute to divisional management through representation and initiatives.
- Produce work in line with applicable ISO Standards, and the E&CP Business Management system so output meets, and is consistent with, regulatory and quality standard requirements including the ANSTO Building Code and the Building code of Australia;
- Utilise computer aided design (CAD) tools, undertake design and drafting activities that meet project requests in a timely manner and within agreed budget.
- Provide expert advice during review of technical specifications, tender proposals and responses. Take part in tender evaluation and presentation of proposals as required;
- Enforce ANSTO strategic direction and policies; manage employee performance, providing coaching and mentoring to staff, advise on development requirements; maintain and negotiate best practices across ANSTO.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- Lead the drafting discipline by sharing specialist knowledge and ideas to train, mentor, assist and aid in the development of other drafting staff.
- 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 design drafting team, including deciding on methods and approaches, operations, project planning and allocation of resources.
- 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).
- Being pro-active, analytical, and tactical in decision-making, whilst working within guidelines, and consulting management principles. Plan, prioritise, schedule and delegate duties for team members, as appropriate.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided.
- This position is responsible for managing the resources for delivering drafting activities within Infrastructure and Engineering Services.

Key Challenges

Manage drafting team consisting of engineers, design drafting officers, technical staff, and contractors:

- Balance project specific responsibilities with divisional oversight responsibilities.
- Management of and delivery on different project priorities supplying guidance and support to less experienced team members

- Ensure compliance to a variety of both internal and external policy, guidelines and regulatory requirements.
- Provide quality customer service and manage customer expectations where there is a high workload and limited resources.
- A flexible approach to work and the ability to continually review and reorganise work plans and activities to manage conflicting priorities. The incumbent is deadline driven, reliable in following through with actions, and pro-active when attending to ANSTO and customer interests;

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence based advice • Receive guidance and direction • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
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 • Negotiate and resolve conflicts
Other departments (internal and external)	<ul style="list-style-type: none"> • Liaise with stakeholders • Finance • WHS • Quality Department • Communications & Government
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development
External	
External consultants	<ul style="list-style-type: none"> • Provide expert advice and analysis • Liaise with stakeholders

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Design Drafting Manager
Direct Reports	up to a maximum of 12 FTE (and potential for 8 contractors)
Indirect Reports	N/A

Financial Data (2024/2025)

Operating Budget	Up to \$250,000 p/a (Asset Management Plan budget)
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Special / Physical Requirements	
Location:	Main location of work Lucas Heights Working in different areas of designated site/campus as needed
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) Some site based work as per project requirements Labour intensive physical requirements (sitting, standing, frequent manual handling) Frequent movements (climbing, stooping, kneeling, crouching, crawling) Working in a loud environment Public speaking Industrial facility physical requirements (work within an industrial environments) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	May be required to work in radiation areas under tightly regulated 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 <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Advanced Diploma in Engineering or higher qualifications.
2. Extensive demonstrated knowledge and experience in performing and delivering engineering design and drafting services.
3. Demonstrated expertise in scoping costing, designing, and implementing engineering solutions within highly regulated environment.
4. Substantial knowledge in design drafting relevant to discipline.
5. Proven ability to manage the delivery of design drafting services.
6. Experience in effectively managing customer relationships combined with High level interpersonal skills and the ability to communicate well with people at various levels within and external to the organisation.
7. In-depth knowledge and application of relevant standards and statutory requirements.
8. Strong team focus, Strong customer service orientation.
9. Demonstrated people management experience.

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:	Laurence Heffernan	Name:	Con Lyras
Title:	Drafting Design Manager	Title:	A/Group Executive
Signature:		Signature:	
Date:		Date:	