

POSITION DESCRIPTION

Position Title:	Program Manager
Institute / Division / Business Unit:	Engineering & Technical Services (E&TS)
Section or Unit:	Major Projects Delivery Unit
Classification:	Band 8
Position Description Number:	PD-0640
Work Contract Type:	Professional

Primary Objective

The **primary objective** of the Program Manager is to provide a high standard of project management for the delivery of a number of related ANSTO projects and/or large and complex multi-disciplinary projects from conception to completion.

Organisational Environment

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and specialised advice to government, industry, academia and other research organisations.

E&TS provides comprehensive project management, engineering, technical and safety and reliability services and support for the organisation. There are four sections within the division:

- Strategic Asset Programs Office
- Major Projects Delivery Office
- Engineering (Nuclear Mechanical Unit, Electrical & Control Unit, Design Drafting Services Unit, Chemical & Process Unit and Support Workshops) and
- System Safety & Reliability.

Position Environment

The Program Manager reports to the Manager, Major Projects Delivery Office. The position holder is an expert in the delivery of infrastructure projects. The position has a number of direct and indirect reports and provides leadership, supervision and guidance to a number of project teams which will include engineers, technical staff, site supervisors, consultants and contractors.

The position must establish professional relationships with internal clients within ANSTO and with external suppliers and construction industry regulators. The position may also undertake contract negotiations with international suppliers/organisations.

Key Accountabilities

The key accountabilities for this position include:

- Develop and continuously review and maintain a comprehensive and effective strategy for the delivery of a program of infrastructure projects at ANSTO; including campus infrastructure such as buildings, roads and services and/or nuclear infrastructure such as nuclear particle accelerators,

cyclotrons, reactor upgrades, beam-lines, hot cells and radio-isotope production and laboratory facilities.

- Engage and gain support for the delivery of infrastructure to key stakeholders, including ANSTO Executive and Top management, project teams and affected staff.
- Develop and implement detailed project plans for infrastructure projects, including resourcing, budget, project milestones and deliverables.
- Manage the delivery of projects on-time and within approved budget, including preparation and control of budgets, scheduling, management of resources and tendering activities in accordance with procurement guidelines.
- Deliver stakeholder focused solutions with the ability to influence, negotiate and liaise with senior staff including developing quality verbal and written reports and presenting to the Board and CEO.
- Provide quality project management and technically sound engineering services with the aims of satisfying the client requirements and all associated safety, quality assurance, commercial, technical, and regulatory requirements.
- Build quality working relationships with internal and external stakeholders, suppliers and contractors.
- Proactively respond to and resolve customer issues and complaints to ensure quality customer service and customer expectations are met.
- Provide engineering and design analysis, justification of design and safety features and review of engineering work including developing proposals, concepts, detailed designs, manufacturing, installation and commissioning.
- Demonstrate skills and ability in leadership, communication, provisions of constructive feedback, mentoring, coaching, conflict resolution and negotiation to develop and train staff including sharing of specialised knowledge.
- Manage the preparation, revision, modification and approval of specifications, drawings and other documents as appropriate, and ensure that designs are carried out and reviewed by competent discipline specialists.
- Ensure appropriate supervision of installation and construction work is maintained to certify that the prescribed standards of workmanship are maintained.
- Keep abreast of developments in nuclear science, infrastructure construction standards, legal and regulatory framework and suppliers of materials, equipment and services.
- Keep abreast of developments and trends in the nuclear industry, with the aim of supporting ANSTO's commercial interests and identifying and supporting opportunities as well as proactively adapting the project delivery service to assist ANSTO with evolving business challenges.
- Proactively identify and manage OHS&E risks and hazards during demolition and construction of new infrastructure.
- Manage change management plan to ensure smooth transition and staff acceptance of new facilities and processes.
- Commission new installations and inspection of completed works to ensure that all appropriate environment and technical standards and regulatory requirements are met.
- Undertake a post-implementation review to ensure project meets customer expectations and requirements.
- Undertake additional duties as required and during periods of leave of other staff.
- Fulfil OHSE responsibilities as specified in AG 2362 of the ANSTO OHSE system.

Challenges

The major challenges for this position include:

- Manage the delivery of high-profile programs and projects meeting challenging timeframes, budgets and requirements.
- Develop, engage and retain capability and expertise of key staff for the duration of projects.
- Translate conceptual requirements into practical and functional infrastructure that satisfies project stakeholders.

Special Requirements/ Physical Requirements

- Working in different areas of ANSTO as needed including radiation areas under tightly regulated conditions.
- A flexible approach to work hours to ensure operational needs are met.

Delegations

The levels of authority delegated to this position are those approved and issued by the Executive Director. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Delegated Authority: (please specify)

Occupational Health & Safety Environmental Responsibilities

Project Managers/Project Leaders

Are responsible for overall OHSE in areas under their control by;

- Installing systems, procedures and technologies in compliance with ANSTO OHSE management systems;
- Assessing radiological exposure of staff and implementing ALARA;
- Delegating appropriate staff to undertake OHSE roles and responsibilities;
- Ensure staff are trained and accredited to undertake their roles;
- Conducting risk assessments and implementing controls following the hierarchy of controls;
- Ensuring relevant Responsible Officers, Area Supervisors and Facility Officers are kept informed of OHSE related issues.

Supervisors

Are responsible for ensuring the application of the ANSTO OHSE management system in the area under their control by ensuring;

- All plant and equipment is operating correctly;
- All staff are trained in work and OHSE instructions;
- Work hazards are identified and risk assessments conducted;
- Controls are implemented and followed;
- Required maintenance is carried out;
- Incidents reported and investigated; and
- All injured workers follow rehabilitation and return to work plans.

Individuals

Are responsible for undertaking their activities in a safe manner and cooperating with OHSE requirements of their division to improve OHSE in their workplace by;

- Reporting unsafe work practices, equipment, incidents and near misses;

- Working safely to reduce risk to self and others;
- Using appropriate controls; and
- Taking a proactive approach to OHSE.

Knowledge, Skills and Experience

1. Degree in Engineering or related discipline or equivalent experience.
2. Relevant post graduate qualifications..
3. Extensive project management experience at Senior Project Manager/Project Director level (PMBOK).
4. Significant experience in leading and managing staff, including coaching and mentoring skills.
5. Demonstrated ability to manage contracts administration and compliance with contract requirements.
6. A strong customer service orientation.
7. Highly developed verbal and written communication skills.
8. Excellent negotiation, conflict avoidance and conflict resolution skills.
9. Desire to seek and promote continuous improvement and willingness to implement change;
10. Effectively implement OHS requirements and develop a responsible safety culture; and
11. Strong team focus.

Position Impact

Staffing : - No. of staff reporting directly 1 - 10
 - No. of staff reporting indirectly 1 - 10

Budget (2009/2010) - Operating	\$
- Staffing	\$
- Capital	\$
Total	\$
Revenue (2009/2010)	\$
Assets	\$
Projects (2009/2010)	\$ 7 to 10 million

Organisation Chart

See attached.

Verification

This section verifies that the Institute Head / General Manager or delegated senior officer within the division has read the Position Description and is satisfied that it accurately describes the position

Signature and date