



POSITION DESCRIPTION

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|---|---|
| Position Title: | Operations Specialist – International Affairs |
| Cluster / Business Unit / Division | Chief Operating Officer Group |
| Section or Unit: | Corporate Affairs |
| Classification: | Band 4 |
| Job Family: | Corporate Affairs |
| Position Description Number: | PD-2521 |
| STEMM/NON-STEMM: | NON-STEMM |

POSITION PURPOSE

The Operations Specialist, International Affairs provides effective coordination and administrative support to the International Affairs and wider Corporate Affairs team. This includes the coordination and promotion of the IAEA (International Atomic Energy Agency) Fellowships and Scientific Visitors program in Australia; The role also undertakes maintenance and effective utilisation of electronic records and databases of international interactions and engagements amongst other administrative activities.

The role works closely with internal ANSTO stakeholders, along with national and international partners to promote ANSTO's organisational reputation and to maintain strong relationships with key stakeholders.

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 Chief Operating Officer Group brings together several Corporate Services functions creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Governance and Regulatory
- Risk and Assurance
- Enterprise Program Management Office

The International Affairs team is a gateway for government officials seeking ANSTO's assistance as a trusted advisor to government. This includes the provision of high-quality advice to both internal and external stakeholders, including facilitating the building and maintenance of relationships with all levels of government and with international nuclear bodies and research institutes to maintain ANSTO's reputation on the global stage.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Coordinate IAEA Fellowship and Scientific Visit placements in Australia, working closely with the IAEA's Technical Cooperation Program and with Australian host institutes in government, industry,

and academia. This includes providing accurate information and assistance to IAEA Fellows and Scientific visitors prior to and during their placement in Australia.

- Assistance and coordination for Australian participation in outgoing IAEA expert missions, technical meetings, consultancies, and other events.
- Assistance and coordination for incoming Australian hosted international events. This includes working closely with international counterparts and host organisations to coordinate terms for international and regional technical meetings and activities being hosted at ANSTO or elsewhere in Australia.
- Keep abreast on IAEA and ANSTO events, ensuring information is communicated effectively to key stakeholders.
- Support to the International Affairs and wider Corporate Affairs team, including producing periodic reporting on international activities, management of the team inbox, booking travel and financial administration.
- Providing Visa support to internal and external stakeholders, including discussion of appropriate visa type and developing and maintaining a template for a site wide visa support letter.
- Continuously maintain policies and procedures related to international activities, ensuring they are of quality and up to date. Provide support as needed for ANSTO's regional and bilateral relationships.
- Review and adjust work plans and activities to manage conflicting priorities and meet deadlines.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources. The role is guided by and reports to the International Affairs Senior Manager.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Chief Operating Officer Group strategy and Corporate Affairs objectives provide the context for the position.
- Determine key work priorities within the context of agreed work plans and in consultation with the International Affairs Manager on complex and sensitive issues.
- 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

- Handling conflicting priorities and unexpected obstacles to ensure operational needs are met on time.
- The ability to understand the needs of clients from different language and cultural backgrounds to establish productive working relationships.
- Managing perceptions and responding to issues in a considered and thoughtful manner that promotes confidence in the organisation.
- Being aware of ANSTO's international obligations and interactions with multilateral organisations, and of the wider foreign policy context in which ANSTO operates.
- The ability to stay aware of the changing geopolitical environment, policies, procedures and legislation as they evolve.

KEY RELATIONSHIPS

| Who | Purpose |
|--|---|
| Internal | |
| Manager | <ul style="list-style-type: none"> Receive guidance and direction Provide advice on a range of matters Report on budgets and resources consistent with strategic plans and goals Recommend and gain endorsement for strategies and other initiatives |
| Director, Corporate Affairs | <ul style="list-style-type: none"> Provide advice and analysis on a full range of matters Contribute to group decision making processes, planning and goals Collaborate on relevant team objectives |
| ANSTO's Board and Executive | <ul style="list-style-type: none"> Provide reports on a full range of matters |
| Other departments (operational, research, and business units across ANSTO) | <ul style="list-style-type: none"> Provide advice and analysis on a full range of matters |
| External | |
| International representatives, government departments, agencies and related stakeholders | <ul style="list-style-type: none"> Develop and maintain collaborative relationships and networks Actively contribute and represent ANSTO and the Australian Government position Provide expert, authoritative and evidence-based advice Liaise with agencies and departments on behalf of ANSTO |
| IAEA | <ul style="list-style-type: none"> Provision of high quality advice to maintain ANSTO's reputation on the global stage Facilitate the building and maintenance of relationships. |
| FNCA | <ul style="list-style-type: none"> Provision of high quality advice to maintain ANSTO's reputation on the global stage Facilitate the building and maintenance of relationships. |
| Other multilateral or bilateral nuclear or scientific partners | <ul style="list-style-type: none"> Provision of high quality advice to maintain ANSTO's reputation on the global stage. Facilitate the building and maintenance of relationships. |

POSITION DIMENSIONS

| Staff Data | |
|-------------------|---|
| Reporting Line | Reports to the International Affairs Senior Manager |
| Direct Reports | Nil |
| Indirect Reports | Nil |

| Special / Physical Requirements | |
|--|---|
| Location: | 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) Public speaking |
| Radiation areas: | NIL |

| | |
|-------------------------|---|
| Hours: | Willingness to work extended and varied hours based on operational requirement |
| Clearance requirements: | Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance |
| Linked Role: | n/a |

Workplace Health & Safety

Specific role/s as specified in AP- All Workers
2362 of the ANSTO WHS
 Management System
 Managers / Leaders / Supervisors
 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. Diploma in business administration or equivalent relevant experience.
2. Knowledge, understanding and practical experience in providing operational support and services within a Science and Research institute and national and international counterparts.
3. Excellent organisational skills with the ability to manage multiple tasks in parallel and meticulously prioritise work and meet deadlines and work effectively under pressure.
4. Experience in engaging with international organisations and visitors.
5. Proficiency in using Microsoft Office software and a strong technical capability in learning new software programs.
6. Advanced level of interpersonal and communications skills with people at various levels and from diverse backgrounds.
7. Strong customer service focus.
8. Ability to work both independently and collaboratively as part of a team.
9. High level of diplomacy and confidentiality.

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: | Natascha Spark | Name: | Alan Brindell |
| Title: | Senior Manager, International Affairs | Title: | Director, Corporate Affairs |
| Signature: | | Signature: | |
| Date: | | Date: | |