

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Workforce Enablement
<b>Cluster / Business Unit / Division</b>	Office of the Chief Engineer
<b>Section or Unit:</b>	Workforce Enablement
<b>Classification:</b>	Band 7
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-2478
<b>Work Contract Type:</b>	Manager
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Engineering

### POSITION PURPOSE

The Manager Workforce Enablement is central to ensuring that the Infrastructure and Engineering Services (IES) Group at ANSTO possess a highly skilled, adaptive, and qualified workforce to meet the evolving demands of operations and projects.

### 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 Office of the Chief Engineer will create an authorising environment through the development of an engineering management system which defines, manages, maintains, and assures safety, compliance, quality and integrity of assets, engineering standards and technical competence at ANSTO. This group provides standards, policies, expertise, engineering technical oversight and governance which supports engineering delivery and to provide challenge to certain engineering outcomes.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Design, implement and manage a workforce strategy and associated plans that drive successful resourcing outcomes across IES and align with ANSTO wide strategy and business objectives.
- Develops and maintains the IES Skills, Experience and Qualified Persons (SEQP) Authorisations register to provide an enterprise view of IES SEQP role profiles and ensure IES have sufficient resources with the right capabilities available to deliver engineering services across ANSTO.
- Lead and manage the development and implementation of capability strategies and programs to address capability gaps and ensure ANSTO has the IES skills for the future and support employee development.
- Oversee the design, coordination, and delivery of effective training and competence capabilities to enable employees to gain and maintain required skills that support IES services, assets and career development requirements.
- Lead the design, implementation and continuous improvement of IES training and talent mobility solutions to support and enable capability and job readiness.
- Create clear career paths and development programs that aid in the growth and mobility of staff within IES at ANSTO in collaboration with People, Culture & Capability

- Lead, coach, and manage the Workforce Enablement team, ensuring the three streams of work are aligned and there are no duplications of work or services for ANSTO employees.
- Undertake additional duties as required and during period 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 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 Chief Engineer 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

- Identifying and addressing the current and future skills gaps within the enterprise remains a significant challenge. As technologies and industry practises evolve, the Manager Workforce Enablement must ensure that the workforce is not only upskilled but also engaged in continuous learning to maintain relevance and effectiveness.
- The highly competitive market for skilled professionals in Engineering & Maintenance makes attracting and retaining top talent a major challenge.
- Developing an adaptive mindset among employees requires not just training them on specific new skills but also preparing them for ongoing change, fostering resilience, and encouraging flexibility.
- Building a diverse and inclusive workforce that harnesses the strengths of individuals from different backgrounds, with different experiences and skill sets, is crucial.
- Measuring the effectiveness of workforce enablement initiatives and investments is inherently challenging.

### 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> <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>• 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>
People & Culture	<ul style="list-style-type: none"> <li>• Work directly with People &amp; Culture to inform them of the current engineering and maintenance workforce data and resourcing requirements.</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 Chief Engineer
Direct Reports	<ul style="list-style-type: none"> <li>• Engineering Workforce Analyst</li> <li>• Engineering Capability Lead</li> </ul>
Indirect Reports	N/A

<b>Financial Data (2024/25)</b>	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

<b>Special / Physical Requirements</b>	
Location:	<p>Lucas Heights / Clayton</p> <p>Working in different areas of designated site/campus as needed</p>
Travel:	<p>May be required travel to ANSTO sites from time to time.</p> <p>Frequent travel to ANSTO sites within Australia</p> <p>Frequent travel both internationally and nationally</p>
Physical:	<p>Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)</p> <p>Public speaking</p>
Radiation areas:	<p>May be required to work in radiation areas under tightly regulated conditions.</p> <p>Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions.</p> <p>Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions</p>
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	<p>Satisfy ANSTO Security and Medical clearance requirements.</p> <p>Obtain and maintain appropriate federal government clearance</p>

<b>Workplace Health &amp; Safety</b>	
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 Human Resources, Business Management, Education, or a related field is required.
2. Relevant industry certifications and a background in engineering or maintenance is preferred.
3. Deep understanding of strategic workforce planning, talent management, succession planning, and learning and development strategies.
4. Familiarity with the Infrastructure and Engineering Service's industry technical skills requirements, certification standards, and compliance mandates.
5. Strong leadership skills to inspire, motivate, and influence a diverse range of professionals.
6. Significant experience in workforce planning and talent development within a large, preferably technical, or engineering-oriented, organisation.
7. Proven track record in developing, rolling out, and evaluating effective training programs.
8. Experience in setting up and deploying performance measurement systems to evaluate the impact of training and development on productivity and performance.
9. Ability to address and meet focus capabilities as stated in the Position Description.

## 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.

<b>Line Manager</b>	<b>Delegated Authority</b>
Name:	Name:
Title: Chief Engineer	Title: Chief Executive Officer
Signature:	Signature:
Date:	Date: