

POSITION DESCRIPTION

Position Title:	Asset Management Transformation Lead
Cluster / Business Unit / Division	Office of the Chief Engineer
Section or Unit:	Asset Management Transformation Program
Classification:	Band 8
Job Family:	Engineering and Technical
Position Description Number:	PD-2533
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The Asset Management Transformation Lead is to provide a high standard of program management for the delivery of the Asset Management Transformation program that consists of several interdependent business change projects from conception to effective embedded business change.

The Asset Management Transformation Lead reports to the Chief Engineer. The position holder is an expert in the delivery of asset management activities and business change. The position has a number of direct and indirect reports and provides leadership, supervision and guidance to a number of project teams delivering streams within the Asset Management Transformation which may include engineers, technical staff, consultants and contractors.

The position must establish professional relationships with internal clients within ANSTO and with external suppliers.

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

- Develop and continuously review and maintain a comprehensive and effective strategy for the delivery of a program of asset management business change at ANSTO; including strategic asset management, asset management planning, design control, asset management system, and focus area process improvements for example the project handover process.
- Engage and gain support for the delivery of asset management business change with key stakeholders, including ANSTO Executive and Top management, project teams and affected staff.

- Lead and coordinate the development and implementation of detailed project plans for Asset Management Transformation stream projects, including resourcing, budget, project milestones and deliverables.
- Manage the delivery of Asset Management Transformation stream projects on-time and within approved budget, including preparation and control of budgets, scheduling, management of resources and service delivery engagement 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.
- Build quality working relationships with internal and external stakeholders, and service delivery partners.
- Proactively respond to and resolve client issues and complaints to ensure effective business change and stakeholder buy-in.
- Provide business capability design analysis, justification of design and validation including developing proposals, concepts, detailed designs, pilot, implementation and embedding.
- 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.
- Ensure appropriate supervision of business change implementation is maintained to change management, communication and engagement to prescribed standards.
- Keep abreast of developments in asset management practices in similar service providers within Australian and internationally.
- Keep abreast of asset management 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.
- Manage change management plan to ensure smooth transition and staff acceptance of new processes.
- Commission new asset management capability to ensure that measures of success are met.
- Undertake a post-implementation review to ensure project meets customer expectations and requirements.
- 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 (section/unit or higher) strategy and (section/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 Chief Engineer, 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 Asset Management Transformation Program
- 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

- Manage the delivery of high-profile business change program 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 business capability that satisfies project stakeholders.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Chief Engineer	<ul style="list-style-type: none">• Receive guidance and direction.• Provide expert, authoritative and evidence based advice.• 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.• Negotiate and resolve conflicts.
Direct Reports	<ul style="list-style-type: none">• Provide leadership, guidance and support.• Set performance requirements and manage performance and development.• 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
Project teams	<ul style="list-style-type: none">• Establish professional working relationships.• Provide expert, authoritative and evidence based advice.• Work effectively in a collaborative manner.• Contribute to group decision making and strategic planning.
External	
External Suppliers	<ul style="list-style-type: none">• Establish professional working relationships.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Chief Engineer
Direct Reports	1-5
Indirect Reports	1-10

Financial Data (2024/2025)	NOTE: For which the role is responsible for
Revenue / Grants	TBA
Operating Budget	TBA
Staffing Budget	TBA
Capital Budget	TBA
Assets	TBA

Special / Physical Requirements

Location:	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)
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

Workplace Health & Safety

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Group Executive / General Manager Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Engineering, Asset Management or related discipline or equivalent experience.
2. Relevant post graduate qualifications in Engineering or related discipline.
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 in leading effective business change.
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 WHS requirements and develop a responsible safety culture; and
11. Demonstrated ability to coordinate with relevant teams and stakeholders to achieve effective outcomes in asset transformation

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:	Amanda Bovis	Name:	Amanda Bovis
Title:	Chief Engineer	Title:	Chief Engineer
Signature:		Signature:	
Date:		Date:	