



POSITION DESCRIPTION

Position Title:	Assistant Manager, Regulatory Affairs & Compliance
Cluster / Business Unit / Division	Chief Operating Officer Group
Section or Unit:	Regulatory and Governance
Classification:	Band 6
Job Family:	Compliance & Regulation
Position Description Number:	PD-2530
STEM/NON-STEMM:	NON-STEMM
Work Contract Type:	Professional

POSITION PURPOSE

The primary objective of the Assistant Manager, Regulatory Affairs & Compliance is to:

- (i) provide governance, compliance and regulatory advice to the business;
- (ii) manage the day-to-day relationship with regulators as required;
- (iii) manage a comprehensive and effective, organisation-wide compliance program while developing and maintaining effective relationships with relevant stakeholders.

The role also facilitates ANSTO's interactions with government agencies, departments and regulators on regulatory matters. This role operates as part of the Regulatory and Governance team and will contribute to a strong compliance culture and good governance across ANSTO.

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 from across ANSTO; 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
- Regulatory & Governance
- Enterprise Program Management Office

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Assist with the design, implementation and continuously improve a Governance Model for ANSTO that ensures ANSTO people define, make, report and measure confident evidence-based decisions that drive ANSTO to fulfil its strategic purpose in safe, secure and sustainable ways.

- Conduct regular risk assessments in conjunction with the business to identify actual and potential areas of compliance risk.
- Recommend, develop, and implement additional controls or oversight mechanisms to mitigate compliance risks.
- Provide advice on interpretation and application of regulatory legislation and licence/permit conditions to ensure ANSTO obtains appropriate licences and remains compliant with any licence or permit conditions across the organisation.
- Maintain an accurate and up-to-date compliance register and advise on regulatory change management activities.
- Assist the General Manager, Regulatory & Governance and Senior Manager, Regulatory Affairs & Compliance with compiling reports and undertaking internal audits, as required.
- Work closely with all relevant stakeholders to support compliance at ANSTO.
- Interpret relevant statutory duties, licence or permit conditions, and give advice in practical terms.
- Facilitate and initiate internal and external exchange of information and correspondence on key regulatory issues, including on post-event correspondence to ensure all necessary notification has been given regarding any event which causes ANSTO to breach legislation or licence or permit conditions.
- Embed lessons learnt across following Regulatory Interactions and outcomes.
- Assist in co-ordinating and facilitating the reporting by licensing and regulatory officers, keep abreast of regulatory updates and communicate that information internally.
- Work closely with business units to ensure effective regulatory submissions and provide assurance and advice regarding maintenance of plans and arrangements and other compliance related documents.
- Establish and maintain an effective and collaborative working relationship with external regulators.
- Provide relevant contributions to ANSTO's reporting requirements under applicable international frameworks.
- Assist in the management of the ANSTO Radioactive Source Register.
- Update and manage regulatory compliance requirements in compliance systems and applications.
- Identify areas of risk and conduct auditing activities and implement continuous improvement initiatives.
- Assist to develop and improve compliance maturity across ANSTO through the centralisation of the regulatory functions in accordance with ANSTO Regulatory Strategy.
- Assist to drive continuous improvement in the quality of regulatory submissions in line the ANSTO Governance Framework.
- Assist in the maintenance of Regulatory Inspections, Submissions, Lessons Learnt and notifications as a basis for compliance metrics for ANSTO.
- Maintain a regulatory and compliance key events calendar.
- Assist with the prioritisation of regulatory submissions based on the whole of ANSTO approach by embedding a forecast of regulatory submissions into key business processes.
- Develop and maintain a database of the compliance requirements that ANSTO is subject to and communicate and embed those requirements site-wide.
- Implement and manage an organisation-wide compliance program focused on obligations stemming from ARPANSA and Comcare.
- Design, implement and maintain enterprise-wide compliance initiatives and implement and manage an organisation-wide compliance program.
- Develop and maintain a database of the compliance requirements that ANSTO is subject to and communicate and embed those requirements site-wide.

- Build effective working relationships with all relevant stakeholders, utilising experience and expertise to influence stakeholders, and facilitating internal discussion and awareness of compliance requirements.
- Provide expert advice and recommendations to ANSTO Group Executives, General Managers, project managers, subsidiaries and others on compliance and fraud control matters and good practice associated with these activities.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position sits within the Regulatory & Governance function and reports to the Senior Manager, Regulatory Affairs and Compliance, who in-turn reports to the General Manager, Regulatory and Governance.
- The position works under the daily supervision of the Manager Reg Affairs and Compliance (Environment and Sustainability) and from time-to-time other compliance managers within the Regulatory & Governance team on an as needed basis.
- The position works within the regulatory and compliance framework. Within this framework the position has some independence in determining how to achieve objectives, including deciding on methods and approaches and operations.
- The position assists to coordinate responses to internal inquiries and prepares responses for external enquiries in consultation with the General Manager, Regulatory & Governance and the Chief Nuclear Officer and approved in accordance with ANSTO's Delegations Manual.
- 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

- Providing accurate, clear and authoritative advice and information on regulatory and compliance matters to internal and external stakeholders;
- Obtaining current regulatory compliance data from key stakeholders across the organisation;
- Ensuring reporting deadlines are met by interpreting licensing and regulatory requirements, facilitating timely reporting, and meeting the tight time frames required for specific reports.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Chief Nuclear Officer	<ul style="list-style-type: none"> • Assist with the coordination of all responses to parliamentary questions and major licensing decisions for referral to the CEO. • Engage on strategic projects for ANSTO and ARPANSA
General Manager, Regulatory & Governance and the Senior Manager, Regulatory & Compliance	<ul style="list-style-type: none"> • Assist the Senior Manager, Regulatory & Compliance and General Manager, Regulatory & Governance to provide independent advice on regulatory affairs and compliance matters and dealing with all regulators.
Work area team members	<ul style="list-style-type: none"> • Collaborate and share accountability.
Regulatory role holders	<ul style="list-style-type: none"> • Coordinate and facilitate regulatory reporting. • Communicate regulatory updates.
Safety Reliability and Assurance	<ul style="list-style-type: none"> • Assist with the maintenance of the forecast of regulatory submissions.

	<ul style="list-style-type: none"> Assist in ensuring effective regulatory submissions and provide assurance and advice regarding maintenance of plans and arrangements.
External	
Regulating and Licensing Agencies	<ul style="list-style-type: none"> Establish and maintain an effective and collaborative working relationship with external regulators.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Senior Manager, Regulatory & Compliance
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 May be required to travel interstate
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Will be required to obtain and maintain National Security Clearance at Negative Vetting Level 1 and may be required to obtain and maintain appropriate National Security Clearance at Negative Vetting Level 2 (Top Secret)
Workplace Health & Safety	
Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree or higher in relevant science, legal or other relevant subject matter area.
- Significant experience within ANSTO's regulatory environment, or in a highly regulated environment.
- Ability to get across a broad and diverse range of regulatory regimes.
- Strong ability to influence at all levels of the organisation and with external stakeholders.

5. Employment of effective time management skills.
6. Strong verbal, written and report writing communication skills.

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:	Jade Greenhalgh	Name:	Jakob Vujcic
Title:	Senior Manager, Regulatory Affairs & Compliance	Title:	General Manager, Regulatory & Governance
Signature:		Signature:	
Date:		Date:	