

POSITION DESCRIPTION

Position Title:	Program Director
Cluster / Business Unit / Division	Infrastructure and Engineering Services
Section or Unit:	Major Capital Programs
Classification:	Band 9
Job Family:	Project & Program
Position Description Number:	PD-2544
Work Contract Type:	Manager
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Program Director is to function as the strategic lead in the implementation and management of multidisciplinary teams for various critical programs. This involves establishing collaborative, integrated delivery models and teams, leading the development of business cases and project teams for new facilities, and overall management of the program with diverse stakeholders, including government entities, regulators, and industry partners.

The role will drive program success through exceptional leadership and vision in program delivery, effective and timely decision-making, program optimisation and resolving complex issues. It involves engaging with senior stakeholders of ANSTO, contractors, consultants and diverse government agencies as needed. The role will deliver the program safely, within the relevant contract and asset standards (including agreed changes/variations), in compliance with planning approvals, commercially sound, and to the satisfaction of key stakeholders and the community.

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 Infrastructure and Engineering Services group is responsible for supporting customers realise their business outcomes in delivering engineering projects in accordance with engineering business management systems ensuring delivery to required scope, quality, regulatory compliance, time, and cost. It provides engineering design expertise and delivery of projects and programs with independent oversight from a centralised Engineering Delivery PMO division.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Lead and manage significant components of the capital delivery program, ensuring alignment with budget, policy and organisational targets for customer service, environmental performance and financial objectives.
- Deliver corporate and investment objectives into programs and projects of work that support enterprise goals.
- Manage and enable resolution of the wide range of program level commercial and technical issues, maintain practical engagement with program and project critical issues, monitor and support achievement of key project milestones and performance of the program.

- Foster cross-functional collaboration within the organisation and with key stakeholders to oversee and provide program coordination, enabling strategic decision-making and integrated service provision.
- Develop and maintain constructive relationships with delivery partners (including contractors, designers and providers) and strategically manage their performance in line with enterprise market development and relationship management plans. Stay informed about developments and trends in the nuclear industry to support commercial interests and adapt project delivery services accordingly.
- Lead and motivate multidisciplinary teams across the organisation and supply chain providers to achieve project performance outcomes and strategic objectives.
- Take a best for enterprise view, leading and directing the strategic positioning and management of the program, including the effective management of staff, budget, and resources.
- Implement strategies to improve work practices, systems, and processes and develop quality reports for presentation to executives and committees.
- Proactively manage financial risk, including oversight of the program's budget contingency.
- Enhance the capability of project managers and provide technically sound program/project management advice
- Drive innovation, growth initiatives, and improvements within the program.
- Lead and communicate the continuous review of program approaches and practices to identify and implement reforms for effective and efficient program delivery
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- Provide assurance that programs and projects are executed in accordance with established methodologies.
- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the team, including deciding on methods and approaches, operations, project planning and allocation of resources and applying these across the Program's organisation
- The position determines key work priorities within the context of agreed work plans and will consult with the Project Sponsor and / or Capital Committee on the more complex, sensitive, and political issues that have a significant impact on the Program's functions
- Key work priorities fall within the context of agreed work plans except where on the more complex, sensitive and political issues the Program Director may need to consult with the Chief Executive Officer where issues may have a significant impact on the organisation's program/project management methodology and delivery; and
- 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

- Source, develop and retain critical program planning, analysis and administrative skills for the program to meet its strategic objectives now and into the future
- Develop a comprehensive delivery and reporting plan for the Program ensuring proactive alignment and traceability with ANSTOs strategic and financial directions
- Recruit, develop, retain and motivate an experienced, diverse, high-quality workforce that earns and maintains the trust and respect of its customers and ANSTOs Executive
- Translate ANSTOs ideas, objectives and business needs into prioritised, practical, and functional plans that satisfy key program stakeholders.
- Optimise and manage competing pressures to maximise the success of projects and the program to the agreed program outcomes

- Operating in a dynamic and complex operating environment

KEY RELATIONSHIPS

Who	Purpose
Internal	
Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide specialist advice • Recommend and gain endorsement for plans, strategy and policies
Capital Committee	<ul style="list-style-type: none"> • Capital planning, forecast and target management • Capital Submissions and recommendation to committee as reviewed by the Nuclear Medicine Manufacturing Facility Program
ANSTO Management Engineering	<ul style="list-style-type: none"> • Effective in a collaborative manner best practice performance • Make recommendations to improve systems and processes • Provide specialist advice and analysis on a broad range of Program and Project matters • Contribute to decision making processes, strategic planning and goal setting
Project Management Teams	<ul style="list-style-type: none"> • Provide exceptional leadership, guidance, and support • Contribute to group decision making processes, strategic planning and goal setting • Manage and develop people, inspire direction and purpose and value diversity and inclusion
External	
Auditors	<ul style="list-style-type: none"> • As required

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Group Executive, Infrastructure and Engineering Services
Direct Reports	Refer to program plan
Indirect Reports	Refer to program plan

Financial Data (2024/2025)

Revenue / Grants	Refer to program plan
Operating Budget	Refer to program plan
Staffing Budget	Refer to program plan
Capital Budget	Refer to program plan
Assets	Refer to program plan

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to other 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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

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) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
---	--

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree and / or master's level qualifications in a relevant discipline (e.g., Engineering, or Project Management)
2. Program Director experience in the construction industry and / or delivery of large infrastructure projects, including the development, procurement and delivery of complex, high risk, high profile, infrastructure programs and projects
3. Exceptional Leadership skills and extensive experience at a senior management level of a multi-disciplinary organisation of significant size and complexity with a focus on customer service and value across the organisation. Experience in building and maintaining effective multi-disciplinary teams, delivering assigned performance metrics and outcomes.
4. Strong strategic thinking, commercial and planning skills with the capacity to develop innovative solutions to complex, multi-faceted issues. Efficient and effective decision-making skills, demonstrating sound business judgement, with a high level of autonomy in high-risk, high-profile program delivery
5. High-level communication and negotiation skills, with the ability to influence key decision makers and stakeholders including the Board and executive management
6. Proven ability to lead and promote organisational change initiatives. Advanced ability to plan and prioritise within enterprise context and manage change
7. Thorough knowledge and understanding of relevant legislative provisions and regulations
8. Strong Industry awareness and familiarity with all appropriate local and international requirements.
9. Demonstrated ability to manage contracts administration and compliance with complex contract requirements.
10. Demonstrated high level of expertise in relevant disciplines providing authoritative professional, technical, or operational advice and/or delivering service outcomes. Expertise in strategic human resources planning and aligning systems and processes to improve workforce performance and outcomes.
11. Advanced ability to manage self, be resilient, work collaboratively and to manage conflict
12. Advanced ability to manage and develop people, inspire direction and purpose and value diversity and inclusion

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: Jasmine Reay	Name: Jasmine Reay
Title: Group Executive Infrastructure and Engineering Services	Title: Group Executive Infrastructure and Engineering Services
Signature:	Signature:
Date:	Date: