

POSITION DESCRIPTION

Position Title:	Engineering Quality and Compliance Lead
Cluster / Business Unit / Division	Office of the Chief Engineer
Section or Unit:	Engineering Quality Management
Classification:	Band 6
Job Family:	Engineering and Technical
Position Description Number:	PD-2543
Work Contract Type:	Technician
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The Engineering Quality and Compliance Lead will work with ANSTO Engineering and maintenance areas on the implementation of quality related policies and procedures, including the review of management plans, regulatory and policy compliance, co-ordination and conducting of assurance audits and monitoring and reporting of compliance status of Engineering related activities.

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.

The Engineering Quality group in the Office of the Chief Engineer. provides management system support, compliance and assurance activities across Engineering functions at ANSTO

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Regularly assess and scrutinise the engineering/project quality management plans and projects and, quality control plans, inspection, and test plans, identify areas for improvement and necessary revisions.
- Ensure all engineering and maintenance activities adhere to the set quality standards and regulatory requirements. These include undertaking necessary measures to validate the quality of engineering and maintenance activities and to rectify quality discrepancies.
- Actively contribute to the development and implementation of improvement strategies to enhance the performance and quality standards of engineering and maintenance processes.
- Regularly report on the quality status, identified improvements and overall performance of the quality control initiatives to the Chief Engineer and other senior leaders.

- Sample audit projects to ensure inspection and test plans, manufacturer's data reports, engineering drawings, calculations are following the business management system.
- Development and completion of the annual approved Engineering internal audit plan and the overarching objective of embedding assurance and controls within ANSTO by performing and coordinate assigned audits and monitoring activities in to ensure compliance and quality assurance in identified engineering processes, records, and practices.
- Lead, conduct and assist in audits or reviews of Engineering and Maintenance systems and programs for ANSTO in accordance with ANSTO's accepted auditing standards and frameworks.
- Act as an objective source of independent advice on adherence to engineering management system to ensure validity, legality, and goal achievement.
- Engage in continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques, and performance standards.
- From time to time, this function may be required to lead and/or facilitate investigations.
- 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 Head of Engineering Quality Management 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

- Develop and implement comprehensive quality policies that align with both industry standards and the specific needs of the business.
- Rigorously monitoring ongoing engineering works and maintenance works to ensure adherence to quality management plans is essential.
- Being strategic about resource allocation and be able to prioritise efforts to have the most significant impact on the business's quality practises.
- Must continually stay updated with often complex and frequently changing regulatory landscapes.
- Tasked with auditing internal processes, maintaining independence and objectivity is crucial.
- Embedding a compliance-first culture into existing business processes can be met with resistance.
- Proactively identify areas of potential risk which requires a strategic understanding of the business's operations and its regulatory environment.
- Communicating the importance of compliance to employees and providing them with the necessary training is essential for a compliance culture to take hold.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Ensure alignment and understanding of business objectives with compliance behaviours and initiatives • Promote a positive assurance culture
Chief Engineer	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence based advice • Ensure alignment and understanding of business objectives with compliance behaviours and initiatives • Promote a positive assurance culture
Senior Managers across ANSTO	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence based advice • Ensure alignment and understanding of business objectives with compliance behaviours and initiatives • Promote a positive assurance culture • Promote a positive assurance culture
Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Collaborate and share accountability
Other ANSTO areas	<ul style="list-style-type: none"> • Collaborate with other key customers • Report regularly to key stakeholders

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Head of Engineering Quality Management
Direct Reports	N/A
Indirect Reports	N/A
Special / Physical Requirements	
Location:	Lucas Heights / Clayton 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. 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. Obtain and maintain appropriate federal government clearance
Workplace Health & Safety	
Specific role/s as specified in	All Workers

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Relevant degree in Engineering or a related technical field is required, along with relevant professional certifications.
2. Thorough understanding of QMS frameworks and standards, and their application in engineering and maintenance contexts.
3. Proven experience in a quality assurance role or compliance officer role within an engineering or maintenance environment.
4. A technical grasp of engineering principles, maintenance procedures, and the specific quality challenges within these fields.
5. Knowledge and experience of auditing standards and techniques used to ensure that operations are meeting quality standards.
6. Strong ability to analyse workflows, procedures, and data to identify areas for quality improvement.
7. Capacity to meticulously review documents and processes to ensure high-quality standards are met.
8. Experience with the development, implementation, and maintenance of policies and procedures with applicable laws and regulations in particular understanding of engineering and / or maintenance along with. environmental, safety, and operational compliance issues
9. A comprehensive understanding of the regulatory and legislative frameworks relevant to the Engineering and Maintenance industries, including specific knowledge of.
10. Familiarity with risk assessment and risk management principles, enabling the identification and analysis of areas where the business may be at risk of non-compliance.
11. Experience in managing investigations into non-compliance issues, including the design of corrective action plans.

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:	Sarah Ballantyne	Name:	Amanda Bovis
Title:	Head of Engineering Quality Management	Title:	Chief Engineer
Signature:		Signature:	
Date:		Date:	