

POSITION DESCRIPTION

Position Title:	Head of Asset Maintenance and Workshop
Cluster / Business Unit / Division	Infrastructure and Engineering Services
Section or Unit:	Maintenance and Workshop
Classification:	Band 9
Job Family:	Organisational Leadership
Position Description Number:	PD-2557
Work Contract Type:	Manager
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Head of Asset Maintenance and Workshop provides strategic leadership and expert management in the delivery of asset management services, site infrastructure maintenance and the oversight of production, refurbishment, and manipulator workshops and services across ANSTO. This role ensures the effective and efficient operation of all asset-related functions, driving continuous improvement and innovation to support ANSTO's strategic objectives.

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 guide the management of ANSTO's asset base, including developing and overseeing the Asset Management Policy.
- Identify and improve asset performance by managing strategic and operational assets, site services, and maintenance.
- Plan and coordinate asset management activities for IES, ensuring effective supply and demand planning and capital budgeting.
- Maintain collaborative relationships across ANSTO to ensure business units have asset management strategies and plans in place, and facilitate implementation of plans and strategies, consistent with the ANSTO asset management policy and strategic asset management plan (SAMP) requirements
- Lead the Maintenance and Workshop group to safely deliver site infrastructure and compliance maintenance services across ANSTO and manage ANSTO's production, refurbishment and manipulator workshops
- Direct programs and projects for major asset related Business, Integration, Innovation and Growth Initiatives, including significant reform and improvements

- Contribute to ANSTO business and strategic planning as a Senior leader, represent the Group in setting key priorities and targets, and advocate new approaches to achieving organisational outcomes based on sound evidence and professional knowledge
- Manage the group's staff, budget, and resources, improving work practices, systems, and processes to deliver high-quality services.
- Continuously review and improve the group's operations, identifying and implementing necessary reforms for efficiency and credibility
- Perform site landlord functions across ANSTO including managing all sites-facilities and tenants; collaborate with Business Development to increase tenant opportunities and revenues
- Undertake additional duties as required and during periods of leave of others

Decision Making

- The Head of Asset Maintenance and Workshop position is a key role within the IES senior management team. The position works within the broadly defined outcomes of the IES, Maintenance group and within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has significant independence in determining how to achieve objectives, including deciding on methods and approaches, business and project planning, and allocation of resources.
- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Group Executive IES, 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.
- The position determines key work priorities within the context of agreed work plans and will consult with the Group Executive IES on the more complex, sensitive and political issues that have a significant impact on the organisation's functions.
- 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

- Balancing diverse business requirements to ensure consistency in ANSTO's asset management policy and directions
- Promoting best practices in asset management across ANSTO
- Managing competing business needs to deliver asset and site infrastructure maintenance services safely, consistently, and cost-effectively.
- Addressing legacy infrastructure and maintenance issues to ensure the safety of ANSTO staff, contractors, tenants, and visitors.
- Resolving conflicts between tenants, leases, WHS management, and asset management policies to maintain harmony and compliance.
- Developing a flexible high performance, adaptable workforce capable of meeting evolving demands.
- Attracting and growing revenue sources within a competitive environment
- Leading through influence to develop and implement the group's vision and strategic direction, enhancing ANSTO's overall strategic goals and delivery capabilities.

Key Relationships

Who	Purpose
Internal	
Group Executive IES	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for business plans and goals and change management initiatives
ANSTO Board and Audit and Risk Committee	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Provide assurance that assets are being managed in accordance with the policy and requirements • Provide assurance that site infrastructure risks are being managed to protect staff, contractors, visitors, tenants and ANSTO's reputation
Committees and Working Groups	<ul style="list-style-type: none"> • Maintain collaborative relationships • Represent the position of the Group
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
External	
Tenants	<ul style="list-style-type: none"> • Manage tenants in accordance with their leases, ANSTO WHS management system and ANSTO Asset Management Policy
Regulators	<ul style="list-style-type: none"> • Assure regulators site infrastructure risks and services delivery are being managed in accordance with prevailing regulations and ANSTO Policies and procedures.

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Group Executive IES.
Direct Reports	6 staff reporting directly
Indirect Reports	71+ through these staff Apprentices (11) and Contractors (who may number 100+ on any given day)

Financial Data

Revenue / Grants	
Operating Budget	\$20.6m
Staffing Budget	\$8.8m
Capital Budget	\$22.2m
Assets	\$527.5m
Projects	\$22.2m

Special / Physical Requirements

Location:	Lucas Heights, working in different areas of ANSTO 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
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 Group Executive / General Manager 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 qualified in an engineering discipline, along with proven experience in maintenance, asset management, and project management preferably within the nuclear industry.
2. Extensive senior management skills and experience, including complex program management and delivering integrated services.
3. Demonstrated expertise in supporting the development, implementation, and management of asset management systems and processes in manufacturing workshop operations including managing the functions of a group, including staff, budget, and resources, ensuring quality and industry standards, safety regulations, and compliance requirements are met.
4. Proven experience in contractor management, contractor administration, and project delivery, including risk management and performance evaluation.
5. Proven ability to lead, undertake and promote organisational change initiatives, underpinned by a proactive approach to continuous improvement and innovation that focuses on driving safety, efficiency and sustainability in maintenance practices.
6. Significant project management experience, specifically a diverse range of complex maintenance or asset projects across various functional areas.
7. Extensive knowledge and experience in managing site infrastructure maintenance service delivery and managing legacy maintenance issues, coupled with extensive experience in developing and implementing maintenance strategies to build a proactive and preventative maintenance culture.
8. Demonstrated ability to optimise asset performance and maximise return on investment, coupled with ability to grow existing revenue streams through strategic initiatives.
9. Strong strategic thinking and planning skills and experience, with the capacity to develop innovative solutions to complex, multi-faceted issues and problems.
10. Demonstrated experience in developing and maintaining strong customer and stakeholder relationships and improving services delivery and performance.
11. Excellent communication and interpersonal skills, with the capacity to collaborate, negotiate, influence, and persuade across industry.

Verification

This section verifies that the Institute Head / General Manager or delegated senior officer within the division has read the Position Description and is satisfied that it accurately describes 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:	