

## POSITION DESCRIPTION

<b>Position Title:</b>	Consultant Health Physicist
<b>Cluster / Business Unit / Division</b>	Commercial Products & Services
<b>Section or Unit:</b>	Radiation & Nuclear Waste Services
<b>Classification:</b>	Band 5 / 6 linked role
<b>Job Family:</b>	Science
<b>Position Description Number:</b>	PD-1768
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Science

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### POSITION PURPOSE

The primary objective of the Consultant Health Physicist is to provide radiation protection advice and services to external clients as part of the Consultancy team, to actively participate in carrying out these services and to expand the customer base.

### 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 Radiation and Nuclear Waste Services business unit is a key part of ANSTO's Commercial Products and Services (CPS) group which includes other businesses delivering commercial revenue back into ANSTO.

The Radiation and Nuclear Waste Services business provides a wide range of radiation safety related consulting and delivery of services for ANSTO and external organisations. This includes specialised advice and services related to radiation protection consultancy, instrument calibration and radiation safety training services. In addition, the business provides nuclear waste management solutions to external clients, generating commercial revenue for ANSTO.

*As a linked role, it is the intention that this position will be initially recruited into the band 5 level from which the employee will develop and acquire the competence, skills, knowledge and experience, over a period of time, to competently operate at the Band 6 level.*

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for the Band 5 position include:

- Implement plans and activities to achieve the consultancy and CPS objectives and targets.
- Provide specialist radiation and measuring services for a wide range of industries and clients, on a commercial basis.
- Provide radiation protection services and advice to a wide range of clients, including comprehensive technical reports and document development such as Radiation Management Plans.
- Ensure that the projects delivered and work completed are accurate and to a high standard, supporting and enhancing the reputation of ANSTO and increase the probability of repeat business.

- Manage small consultancy projects and project teams of differing sizes to deliver projects safely and to schedule, with strong stakeholder engagement.
- Initiate, manage and deliver all project work in accordance with ANSTO Radiation Services' internal processes and procedures
- Establish and maintain professional relationships with clients, internal stakeholders, suppliers and facilitators through networking and attending industry events.
- Provide and support the professional development of other personnel within the team.
- Undertake additional duties as required and during periods of leave of other staff.

*In addition to performing all Band 5 key accountabilities, the key accountabilities for a Band 6 position include:*

- Demonstrated strong business acumen when interacting with industry
- Develop and implement plans and activities to achieve the consultancy and CPS objectives and targets and reporting on these actions.
- Independently develop, manage and execute large, complex consultancy projects safely and with strong stakeholder engagement. This includes the development and negotiation of client business proposals, project and staff management, cost control, quality control, technical problem solving, risk identification and mitigation.
- Ensure clients' deliverables are achieved to agreed schedules. Follow through to ensure work meets client expectations. Responsiveness to client needs is important to this role.
- Independently initiate consultancy projects with clients to gain acceptance of technical specifications and business cases.
- In partnership with the Manager, ANSTO Radiation & Nuclear Waste Services, develop a sound commercially-based consultancy business, including expanding the customer base and meeting agreed key performance indicators.
- Mentor and coach staff to develop the professional capabilities within the team.
- Provide radiation protection services and expert advice, across the full breadth of services offered by the consultancy group, to a wide range of clients.
- Provide input to industry working groups within Australia, as required.
- Utilise judgement to independently assess priorities between projects to deliver completed projects and manage customer satisfaction.

## **Transition Criteria**

Requirements for transition from Band 5 to Band 6

- Performing Band 5 accountabilities, as described in this PD, and completion of the Band 5 and 6 transition criteria curriculum with a >90% metric.
- Demonstrated significant experience across the full breadth of services offered by the Consultancy group with a wide range of clients.
- Demonstrated proficiency and ability to independently perform the following deliverables:
  - Develop and manage entire complex consultancy projects with a value of greater than \$60K
  - Lead, plan, manage and motivate small teams on consultancy tasks to achieve group deliverables
  - Establish and exhibit the behaviours and values appropriate to leadership.
- Sustained commitment to demonstrating a proactive attitude and practical application of ANSTO values including coaching and mentoring other staff, identifying and resolving issues as they arise within skills, knowledge and expertise, and proactively assisting others to meet deadlines or finish tasks in times when there is spare capacity.
- Demonstrated capability to manage negotiations with clients related to consultancy projects.

- Demonstrated knowledge on the identification and mitigation of risks in project and tasks, to protect and enhance ANSTO's reputation in consultancy projects.
- Independently initiate projects including negotiation with clients to gain acceptance of technical and project solutions.
- Demonstrated knowledge of Australian, State and Territory legislation and regulations.

### Decision Making

- The position works within a framework of radiation legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the service deliverables to match the needs of radiation regulators, including deciding on methods and approaches.
- The business unit's business plan, procedures and strategies developed by the business unit Manager provide the context for the position.
- The position works in a commercial environment and is responsible for decisions related to quotation generation and costing, and aspects of contractual negotiation, for presentation to the business unit Manager for approval.
- Determine key work priorities within the context of agreed work plans and will consult with the business unit Manager on complex, sensitive and major issues that have a significant impact on the unit.
- 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

- Developing sound commercially-based consultancy services in niche technical subject matters and markets
- Demonstration of strong business acumen including business negotiation skills.
- Maintaining knowledge and application of technical developments in radiation detection equipment.
- The provision of accurate and quality services to clients.
- Maintain detailed knowledge and experience in radiation protection technical skillsets.
- Maintain current and accurate knowledge and understanding of international and national, legislation, standards, codes of practice and best practice.
- Manage and prioritise conflicting workloads to suit commercial client needs.
- Management of personnel during commercial projects.
- Participation in training and knowledge sharing with other staff.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction from</li> <li>• Provide expert and evidence based advice to</li> <li>• Staff engagement and quality recruitment</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct/indirect Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> </ul>
Other departments (name)	<ul style="list-style-type: none"> <li>• Provide support to during periods of leave of other staff, if directed to</li> <li>• Provision of support to organisational initiatives</li> </ul>
<b>External</b>	
Clients	<ul style="list-style-type: none"> <li>• Provision of high quality services and deliverables</li> <li>• Engagement of stakeholders</li> </ul>
External stakeholders - groups, committees, industry or business	<ul style="list-style-type: none"> <li>• Support to industry working groups if in alignment with strategic business plans</li> <li>• Promotion of ANSTO services</li> </ul>

## POSITION DIMENSIONS

The position reports to the Manager, ANSTO Radiation & Nuclear Waste Services.

The position works in collaboration with the other consultant Health Physicists and has other ANSTO personnel as indirect reports during key projects.

The position is accountable for the implementation of commercial processes and strategies developed by the Manager, to achieve financial revenue and profitability targets.

<b>Staff Data</b>	
Reporting Line	Reports to the Manager Radiation & Nuclear Waste Services
Direct Reports	Nil
Indirect Reports	Commercial Health Physics Surveyor

<b>Financial Data (FY24Forecast)</b>	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

<b>Special / Physical Requirements</b>	
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 Some travel to ANSTO sites within Australia Frequent travel both nationally and internationally Field work in remote locations
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Working in remote sites wearing personal protective equipment Manual handling of portable radiation detectors Potential wearing personal protective equipment for the handling of hazardous and/or radioactive materials

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, potentially including occasional weekend work After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

#### **Workplace Health & Safety**

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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### **ORGANISATIONAL CHART**

Provided Separately

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

The knowledge, skills and experience requirements for the Band 5 position include:

1. Degree in Science or relevant discipline or relevant equivalent experience.
2. Strong knowledge and experience in radiation protection monitoring and application.
3. Business acumen.
4. Knowledge of current relevant legislation, codes of practice and industry best practice.
5. Strong verbal communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences.
6. Strong written communication skills with emphasis on the writing of technical reports.
7. Strong customer focus and networking skills.
8. Strong project and time management skills with attention to detail.
9. Strong analytical / problem solving skills.
10. .
11. Willingness to manage the development of health physics surveyor personnel.
12. Willingness and ability to work within a team.
13. Willingness to pro-actively share knowledge, information and insight with team members.
14. Willingness to work with radioactive sources.
15. Current driver's license required for travel to and from client sites and other locations.

In addition to the knowledge, skills and experience for the Band 5 position, the knowledge, skills and experience requirements for the Band 6 position include:

16. Demonstrated strong business acumen.
17. Experience in leading a team and ability to work independently without supervision.
18. Experience in independently initiating and negotiating projects with clients.
19. Experience in training, coaching and mentoring other staff.
20. Strong verbal communication skills with emphasis on the ability to adapt communication styles to suit the audience.

21. Experience in safely managing complex projects within a highly regulated commercial environment.
22. Proven experience building and maintaining effective and strong relationships with clients and stakeholders to ensure customer requirements are met.
23. Significant experience in the development of a range of solutions to resolve client's problems /needs.
24. Significant experience in project planning and management.
25. Demonstrated knowledge and understanding of the application of Australian, State and Territory legislation and regulations.

**Linked Role (PD-1768)**  
**Band 5 to Band 6 Transition Checklist**

Name:	
Commencement Date:	
Assessment Date:	

**Note: Full written submission demonstrating and justifying how the employee meets the requirements must also be attached.**

Requirements for transition	Met Criteria
Performing Band 5 accountabilities, as described in this PD (or equivalent experience in a similar highly regulated radiation protection environment) and completion of the Band 5 and 6 transition criteria curriculum with >90% metric	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to independently and responsibly perform Band 5 accountabilities and apply required knowledge/skills/experience for a Band 6 position (not included above) by exercising sound individual judgement that will not challenge the safety and reliability of the consultancy projects and meet all regulatory requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated significant experience across the full breadth of services offered by the Consultancy group, to a wide range of clients.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated capability to manage negotiations with clients related to consultancy projects.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated knowledge, experience, and ability to independently and competently undertake the following:	
Develop and manage entire complex consultancy projects with a value of greater than \$60K.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Establish and exhibit the behaviours and values appropriate to leadership.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lead, plan, manage and motivate small teams on consultancy tasks to achieve group deliverables	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sustained commitment to demonstrating a proactive attitude and practical application of ANSTO values including coaching and mentoring other staff, identifying and resolving issues as they arise within skills, knowledge and expertise, and proactively assisting others to meet deadlines or finish tasks in times when there is spare capacity.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated experience in the resolution of complex project issues.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to manage interpersonal conflict resolution.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Demonstrated commitment to provide feedback and contribute to the process of continual improvement in safety, efficiency and individual knowledge and competency	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to initiate and independently negotiate projects with clients, including the development of a range of solutions to meet client needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstration of ability to build and maintain strong stakeholder relationships to ensure customer requirements are met	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated knowledge of Australian, State and Territory legislation and regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated knowledge on the identification and mitigation of risks in project and tasks, to protect and enhance ANSTO's reputation in consultancy projects.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Attach written submission demonstrating and justifying how the employee meets each of the requirements.**

#### VERIFICATION

##### Supervisor Recommendation

I have reviewed the employee's competence in accordance with Linked Role PD-1768 and certify that the employee meets all requirements for transition and recommend transition from Band 5 to Band 6 be endorsed.

Supervisor Name & Title:	
Signature:	
Date:	

##### Manager Radiation & Nuclear Waste Services **Assessment**

I have assessed the submission and confirm that the employee meets all requirements for transition from Band 5 to Band 6.

Manager Name:	
Signature:	
Date:	

Director ANSTO Businesses Name:	
Signature:	
Date:	

##### Group Executive Commercial Products & Services

I have reviewed all information and approve transition from Band 5 to Band 6.

Group Executive CPS Name:	
Signature:	
Date:	



Effective Date of transition:	
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