



## POSITION DESCRIPTION

<b>Position Title:</b>	Chief Financial Officer
<b>Institute / Division / Business Unit:</b>	Finance and Business Services
<b>Classification:</b>	ANSTO Executive
<b>Position Description Number:</b>	PD-2566
<b>Work Contract Type:</b>	Executive
<b>STEMM or NON-STEMM</b>	NON-STEMM

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### POSITION PURPOSE

The position is first and foremost a member of the ANSTO Executive Committee with shared responsibility for the successful execution of ANSTO's vision and strategy. As a member of the Executive team, the position has direct responsibility for driving commitment to achieving the Organisation's goals and objectives and establishing a culture of achievement and accountability with strong links to ANSTO's strategy and values. To succeed, the position will need to prioritise best for ANSTO decision making, break down barriers to collaboration and manage change across the Organisation. To support the successful execution of ANSTO's vision and strategy and as a member of the Executive team, the position has direct responsibility for safety, risk management and compliance across the organisation.

Functionally, the position is responsible for managing ANSTO's financial affairs and initiatives and leading the delivery of effective business services including enterprise services, legal, company secretariat, integrated business planning, corporate affairs and the enterprise project management office. Importance is placed on leading ANSTO's long-term financial sustainability agenda and relationships with Government.

### ORGANISATIONAL ENVIRONMENT

ANSTO is a leading global nuclear science and technology organisation delivering world-class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Organisation Accountabilities

- Drive the successful execution of ANSTO's vision and strategy by generating enthusiasm and commitment to organisational goals and cascade understanding of those goals throughout the Organisation. In doing so, define and communicate high-level objectives and translate these into practical, costed and resourced implementation strategies.
- Establish and maintain a culture of achievement and accountability with strong links to ANSTO's strategy and values.
- Ensure that organisational and divisional architecture is aligned to the Organisation's goals and enables a best for ANSTO approach, supporting cross divisional collaboration and breaking down silos.
- Drive initiatives in an environment of ongoing, widespread change with a focus on the wider political, social and environmental context. Equip the Organisation to effectively and efficiently manage required changes.
- Create an inclusive environment based on equity principles and ANSTO's values. Build a culture where individuals can thrive, and effective teams deliver results in the right way.

- Drive ANSTO's long-term financial sustainability by aligning resources to ensure the successful execution of ANSTO's strategy. Ensure the efficient, effective, ethical and prudent use of financial resources.
- Maintain uncompromising leadership and ownership of Safety at ANSTO ensuring that safety is front and centre all the time, every time.
- Ensure and drive exemplary risk management and compliance in line with Board expectations and the ANSTO Enterprise Risk Management Framework. Set and maintain clear boundaries and freedoms for the organisation in risk taking.
- Drive ANSTO's integrated Stakeholder Engagement strategy, ensuring that ANSTO has a visible, recognised and influential presence with key stakeholders, including its responsible Minister.
- Champion and model the ANSTO values, so they permeate across the organisation. Promote and model the value of self-improvement through actively seeking, reflecting on and integrating feedback to enhance own performance.

### **Role Specific Key Accountabilities**

- Effective governance and management of financial affairs and accountabilities across ANSTO that enables long term financial sustainability and compliance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).
- Embed practices and processes that integrate people, tools and process to deliver a sustainable integrated business management process within ANSTO.
- Delivery of effective business services including enterprise services, legal, company secretariat, integrated business planning, corporate affairs and the enterprise project management office across ANSTO.
- Drive the agenda with key stakeholders in a way that protects and enhances ANSTO's contribution to decision making and protects and enhance ANSTO's brand and reputation across all groups of stakeholders.
- Executive lead for the provision of financial information, reporting and advice to the Board, Risk & Audit Committee, CEO and the Executive Team.

### **Decision Making**

- Responsible for quality and timely decision making based on a best for ANSTO approach and driving support and commitment to those decisions.
- Financial and other delegations as a Group Executive [Cat 1] with responsibility for operating and capital budgets, business, workforce and asset plans.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer and as articulated in ANSTO Delegation Manual AS-1682 (as amended or replaced).
- Act with a high level of autonomy and make decisions aligned with the ANSTO strategic direction. The ANSTO Values, Corporate Plan, Business Plan as well as the framework of legislation, policies, professional standards and resource parameters provide context for the position.
- Provides expert and authoritative, influential, direct advice to the CEO and Executives on all matters relating to role specific accountabilities and is fully and individually accountable for the quality and validity of advice provided.

## Key Challenges

- Developing and maintaining a long-term financial sustainability pathway for ANSTO through aligning and optimising resources available resources, driving efficiencies and controlling expenditure.
- Achieving an integrated, agile and responsive business support function which delivers excellence, effective advice and services across ANSTO while achieving ongoing efficiencies through continuous improvement initiatives.
- Influencing key stakeholders in a way that protects and enhances ANSTO's contribution to decision making and protects and enhance ANSTO's brand and reputation across all groups of stakeholders.
- Partnering with a wide range of internal stakeholders with diverse priorities and expectations, to achieve a consistent and cohesive integrated business planning.
- Identifying and eliminating duplication across the ANSTO / function while adopting a streamlined approach to service delivery.
- Supporting the implementation of change management strategies to support ANSTO's transformation. Collaborating with cross-functional teams to foster a culture of adaptability and continuous improvement, while effectively communicating the benefits of change to stakeholders.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Chief Executive Officer	<ul style="list-style-type: none"> <li>• Direct line manager</li> </ul>
Executive Committee	<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> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> <li>• Proactively and effectively contribute to strategy creation, empowering one ANSTO creed, and the direction and the overall goals of the whole organisation</li> <li>• Build strategic relationships and persuade executive to adopt a best for ANSTO approach where there are conflicting business interests and opinions</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide guidance and professional support</li> <li>• Set performance requirements and manage performance and facilitate their ongoing professional development</li> <li>• 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</li> </ul>
Other Divisions	<ul style="list-style-type: none"> <li>• Negotiate and influence the adoption of consistent risk management systems, practices and processes</li> <li>• Motivate and influence stakeholders to continuously and improve and operationalise risk management processes</li> </ul>
<b>External</b>	
ANSTO Board and its committees	<ul style="list-style-type: none"> <li>• Provide timely and accurate information and advice as required</li> </ul>
Government, regulators, strategic partners and key stakeholders	<ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Actively contribute to, and represent ANSTO and the Australian Government position</li> <li>• Share knowledge and deliver outcomes through partnerships</li> </ul>

National and international bodies, forums and taskforces

- Actively contribute to and represent ANSTO and the Australian Government position

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the Chief Executive Officer
Direct Reports	General Manager ANSTO Enterprise Services Deputy Chief Financial Officer Corporate Reporting and Analytics Manager General Manager Enterprise Program Management Office Director Corporate Affairs General Counsel
Indirect Reports	Approximately 90

### Financial Data (2020/2021)

Revenue / Grants	TBA
Operating Budget	TBA
Staffing Budget	TBA
Capital Budget	TBA
Assets	TBA

### Special / Physical Requirements

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 May be required travel both nationally and internationally
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 from time to time be required to work in radiation areas under tightly regulated 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 <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Group Executive / General Manager Managers / Leaders / Supervisors 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

On file

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Demonstrated Executive experience in driving the successful execution of an Organisational Strategy and establishing and maintaining a culture based on achievement and accountability, as well as experience aligning functional areas to support organisational outcomes.
2. Demonstrated experience at Chief Financial Officer level within the public sector and complex, regulated organisations.
3. Recognised accounting qualifications and certification i.e. Chartered Accountant (CA) or Certified Practicing Accountant (CPA) or equivalent.
4. Extensive experience in the Government budget processes as well as demonstrated capacity for driving effective budgeting, business planning and stakeholder engagement to optimise efficiency, effectiveness in a government context.
5. Demonstrated experience in Federal government stakeholder management across elected officials, policy departments and central agencies.
6. Drive effective financial planning and control, corporate and business planning, and program evaluation frameworks to optimise the efficiency, effectiveness, economy and equity in relation to government investment and performance frameworks.
7. Demonstrated experience leading a team of specialist senior leaders providing business enabling services across an organisation.
8. Demonstrated experience in overcoming barriers to collaboration and breaking down silos, managing organisational wide change and prioritising organisational wide priorities ahead of divisional priorities in decision making.

## 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:	Name: Shaun Jenkinson
Title:	Title: Chief Executive Officer
Signature:	Signature:
Date:	Date: