



POSITION DESCRIPTION

Position Title:	Chief People Officer
Institute / Division / Business Unit:	People and Capability
Classification:	ANSTO Executive
Job Family	Organisational Leadership
Position Description Number:	PD-2565
Work Contract Type:	Executive
STEMM or NON-STEMM	NON-STEMM

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.

The Chief People Officer is responsible for creating and maintaining a high performing, engaged and agile workforce aligned with ANSTO's values and focussed on delivering on ANSTO's vision and strategy for the benefit of all Australians. The role is responsible for overseeing the employee lifecycle including workforce planning, employee relations, learning and development, organisational design and change management, talent management and succession planning.

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.

Services provided by this function are essential to fostering an inclusive and diverse workforce where employees feel valued, respected and motivated to perform their best.

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

- Design, develop and execute the People and Culture Strategy. Develop and implement strategies ensure that strategic people and culture activities meet both current and future growth and organisational requirements.
- Design and direct the implementation of effective and efficient strategic workforce planning, workplace relations, organisation design, diversity and inclusion, leadership and capability development activities, which meet ANSTO's needs and reflect contemporary best practice.
- Ensure ANSTO's people and culture policies and procedures remain current and compliant with changes in legislation and industry standards.
- Direct development of tools to monitor and analyse workforce trends, provide reports and develop continuous improvement strategies and initiatives.
- Direct the delivery of professional guidance, coaching and support across the full range of human resources and organisational development activities.
- Lead the ANSTO Workplace Relations approach, including the framework and strategy for negotiation of the Enterprise Agreement. Ensure compliance with the Federal Government Workplace Relations Policy.
- Foster a positive and engaging work environment, including employee engagement, well-being, and diversity and inclusion initiatives.
- Develop and lead progressive, efficient and effective HR professionals and functions that are viewed as trusted partners, advisers and thought leaders to continually enabling delivery of the Organisation's purpose, objectives and operations.
- Executive lead for the provision of people and culture information, reporting and advice to the Board, Risk & Audit Committee, Remuneration & Nomination 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.
- 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

- Cultivating a workplace environment that supports growth, innovation, employee engagement and inclusivity.
- Championing and leading initiatives to build an inclusive and diverse workforce, actively working to create a workplace where all employees feel welcomed, respected and empowered.
- Identifying and eliminating duplication across the Organisation / 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.
- Ensuring good governance, including standards, plans and priorities, is understood and continually strengthened, developed and applied in a consistent manner.

KEY RELATIONSHIPS

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

	<ul style="list-style-type: none"> Actively contribute to, and represent ANSTO and the Australian Government position Share knowledge and deliver outcomes through partnerships
National and international bodies, forums and taskforces	<ul style="list-style-type: none"> Actively contribute to and represent ANSTO and the Australian Government position

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the CEO
Direct Reports	General Manager People, Performance and Capability Head of Workplace Relations Head of Organisation Development Head of Talent Strategy and Workforce Management
Indirect Reports	~15

Financial Data	
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 AG-2362 of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Demonstrated Senior / 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 experiences creating and maintaining a high performing, engaged and agile workforce aligned with Organisational values and focussed on delivering the vision and strategy for the benefit of all Australians
3. 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.
4. Demonstrated experience leading workplace relations activities in a complex industrial environment.
5. Demonstrated uncompromising leadership of safety, risk management and compliance.
6. Relevant tertiary qualifications and demonstrated senior experience leading a human resources function in a complex, operational and highly regulated organisation.

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:	