



## POSITION DESCRIPTION

<b>Position Title:</b>	Group Executive Assurance, Risk and Compliance
<b>Cluster / Business Unit / Division</b>	Assurance, Risk and Compliance
<b>Section or Unit:</b>	Assurance, Risk and Compliance
<b>Classification:</b>	ANSTO Executive
<b>Job Family:</b>	Organisational Leadership
<b>Position Description Number:</b>	PD-2567
<b>Work Contract Type:</b>	Manager
<b>STEMM/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 Group Executive is responsible for leading ANSTO's Assurance, Risk and Compliance functions. The position will provide leadership to specialist leaders, including those with independent reporting lines, and their teams, coordinating their efforts to provide the organisation with expert and integrated compliance, risk and assurance. This includes providing direction and leadership in areas relating to nuclear safety and engineering.

### 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 safeguarding, protecting and enhancing ANSTO's reputation and to ensuring that the organisation operates in an efficient, effective, safe, sustainable and ethical manner, compliant with legal and regulatory obligations.

### 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**

#### **1. Leadership and Management:**

- Lead and mentor a diverse team of governance, regulatory, compliance, assurance and risk professionals. Develop staff into a high performing, proficient and professional team.
- Foster a culture of continuous improvement and accountability.
- Ensure effective communication and collaboration across departments.
- Represent ANSTO in external forums and with regulatory bodies.
- Ensure ANSTO's policies and procedures remain current and compliant with changes in legislation and industry standards.

#### **2. Nuclear Assurance:**

- Lead nuclear and radiological assurance initiatives across ANSTO through executive sponsorship, adding value through risk reduction and increased organisational sustainability.

#### **3. Governance, Regulatory and Compliance:**

- Develop and implement governance, regulatory and compliance frameworks and policies.
- Ensure compliance with all relevant legal and regulatory requirements.
- Liaise with regulatory bodies and represent ANSTO in regulatory matters.
- Provide strategic advice to the Board and senior management on regulatory issues.

#### **4. Risk Management:**

- Identify, assess and manage risks across ANSTO.
- Establish ANSTO's risk appetite framework for risk categories.
- Develop and maintain a comprehensive risk management framework, including the risk appetite framework.
- Conduct regular risk assessments and reviews of controls.
- Implement risk mitigation strategies and monitor their effectiveness.

#### **5. Assurance:**

- Provide strategic direction for an effective internal audit function in accordance with the Board approved Internal Audit Charter and professional practice standards.

- Oversee quality assurance processes to maintain high standards of performance.
- Ensure that all assurance activities are aligned with ANSTO's goals and regulatory requirements.

#### 6. Engineering Assurance:

- Define the technical risk appetite and ensure that the aggregated technical risks across ANSTO's engineering activities are managed within acceptable limits. This involves continuous monitoring, assessment and mitigation of risks to safeguard ANSTO's assets, personnel and reputation.
- Establish and oversee ANSTO's technical assurance management systems, policies and associated activities. This provides the controls through which ANSTO controls and monitors technical risk across the enterprise.

### 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

- Partnering with a wide range of internal stakeholders with diverse priorities and expectations, to achieve a consistent and cohesive approach to risk management.
- Providing guidance on risk management strategies for sensitive matters while facilitating cultural change to move away from a compliance mindset to dynamic risk management.
- Balancing compliance requirements with efficient, fit for purpose solutions to business problems.
- 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
<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> </ul>

	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <li>• Actively contribute to and represent ANSTO and the Australian Government position</li> </ul>

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the CEO
Direct Reports	Chief Nuclear Officer Chief Engineer Chief Risk & Assurance Officer General Manager Regulatory & Governance
Indirect Reports	

### Financial Data

Revenue / Grants	Funded via allocation of Government Appropriation
Operating Budget	TBC per annum
Staffing Budget	TBA
Capital Budget	As required – nominally Nil
Assets	Managed centrally

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**Special / Physical Requirements**

Location:	Lucas Heights or such other location as directed by ANSTO from time to time
Travel:	As required - which may involve infrequent travel to ANSTO sites within Australia and other travel nationally and/or internationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
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 security clearances

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**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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**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 leading a multi-faceted team of highly specialised senior leaders, including those with independent reporting lines.
3. Demonstrated experience in partnering with a wide range of internal stakeholders with diverse priorities and experience to balance risk management, compliance and assurance requirements with efficient, fit for purpose solutions to business problems.
4. 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.
5. Demonstrated uncompromising leadership of safety, risk management and compliance.
6. Relevant tertiary qualifications and professional membership or certification, and demonstrated senior executive experience leading a regulatory, risk, compliance, assurance, or a combination of, functions across complex, highly regulated operational organisations.

## 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:	