



## POSITION DESCRIPTION

<b>Position Title:</b>	Group Executive Nuclear Operations, Safety and Security
<b>Cluster / Business Unit / Division</b>	Nuclear Operations, Safety and Security
<b>Section or Unit:</b>	Nuclear Operations, Safety and Security
<b>Classification:</b>	ANSTO Executive
<b>Job Family:</b>	Organisational Leadership, Senior Executive
<b>Position Description Number:</b>	PD-2568
<b>Work Contract Type:</b>	Executive
<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 core nuclear operations, safety and security functions. The position holds overall responsibility and accountability for nuclear safety and security operations as well as core nuclear operations, including Australia's OPAL reactor and waste operations. The position leads the translation of business objectives into safe operational outcomes with a focus on sustainability and continuous improvement. It also drives ANSTO's nuclear security science capabilities that support Defence and other national security agencies.

### 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 ensuring the safe, secure and sustainable operations of the Organisation.

### 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 Accountabilities**

- Lead and direct the development, implementation and ongoing management of ANSTO's safety and security services and practices, ensuring compliance with relevant regulatory, statutory and best practice standards, including the provision of a safe and secure work environment that meet the organisation's complex and diverse operations.
- Provide expert and authoritative advice and support to the Chief Executive Officer and the Board ensuring they are fully briefed on nuclear and radiological safety. Responsible for awareness of the current and future trends and developments in the work health and safety, nuclear and radiological safety, nuclear stewardship and security and safeguards industry.
- Ensure the safe, secure and sustainable operation of the OPAL reactor while maximising utilisation potential.
- Provision of safe, secure and sustainable waste services for current and future ANSTO requirements.
- Develop staff into a high performing, proficient and professional team. Ensure staff are informed of best practice and can implement new ideas and initiatives and ensure the expertise and resources are available to meet present and future needs.
- Oversee the production of precise nuclear analysis generating reliable data, so it is effective in improving safety, efficiency and innovation ANSTO's diverse nuclear environment.

### **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

- 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><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, 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 and represent ANSTO and the Australian Government position</li></ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Chief Executive Officer

Direct Reports	GM Waste Management Services GM Opal Reactor Chief Security Officer GM High Reliability Leader Nuclear Stewardship Leader Technical Support Group Manager Nuclear Analysis Chief Reactor Physicist
Indirect Reports	Nuclear Powered Submarine Working Group

#### Financial Data (2021/2022)

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

#### Special / Physical Requirements

Location:	Lucas Heights / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Frequent 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 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 Perform duties with and in an area where hazardous chemicals or 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 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
	Group Executive / General Manager
	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 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. Extensive experience in working within highly regulated operations within the nuclear industry (preferred)
3. Demonstrated experience leading a multi-faceted team of highly specialised senior leaders, including those with independent reporting lines.
4. 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.
5. 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.
6. Demonstrated uncompromising leadership of safety, risk management and compliance.
7. Relevant tertiary qualifications and professional membership or certification and demonstrated senior executive experience in the in a complex, operational and highly regulated nuclear 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:	