



## POSITION DESCRIPTION

<b>Position Title:</b>	Analytical Team Manager
<b>Cluster / Business Unit / Division</b>	Commercial Products and Services
<b>Section or Unit:</b>	Minerals
<b>Classification:</b>	Band 6
<b>Job Family:</b>	Science
<b>Position Description Number:</b>	PD-2585
<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 Analytical Team Manager is to provide analytical expertise and advice for commercial and development projects and to manage the analytical laboratories.

### 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.

The ANSTO Minerals business unit is a team of more than 60 consultants and technicians with expertise that covers chemical engineering, metallurgy, mineralogy, chemistry, geology, and radiation safety. ANSTO Minerals provides practical solutions and innovative technology in ways that deliver financial and environmental benefits to the mining and minerals processing industries.

The Analytical Team provides analytical data and expertise to support all commercial projects and internal research in order to:

- Provide competitive advantage to the Minerals group in delivering commercial projects through timely and accurate results that might not be achieved through external labs and
- Ensure that industry leading R&D can provide outputs to grow the future revenue of the Minerals business

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Manage the analytical laboratories to ensure smooth and effective operation and maintenance of instruments and facilities to strive for continuous improvement.
  - Coordinate, prioritise, plan and schedule work and delegate duties.
  - Mentor and provide training and advice to technicians for their ongoing development.
  - Foster a team culture based on ANSTO's values.
  - Ensure the team is fully compliant with all safety, quality and other regulatory requirements.
- P&L responsibility for the financial performance and efficient operation of the Minerals Analytical facility, including oversight of budgeting, pricing strategies, staffing, procurement and maintenance of instrumentation, consumables management, and overall cost control.
- Contribute to Minerals commercial and research projects and ANSTO site-wide projects as the client interface for the team through liaison, consultation and provision of subject matter

expertise to project leaders on analytical requirements to meet required project milestones and targets within required timeframes.

- Enhance the overall capability of the Analytical group through development and implementation of new and/or refined analytical techniques to meet project requirements to ensure the delivery of high-quality results and extend the range of analytical measurement capabilities.
- Independently and/or collaboratively as the team leader plan and undertake method development, assess and interpret data and make decisions as to the feasibility of incorporation as a suitable technique for analysis.
- Directly supervise and advise analytical chemists and complete their staff performance reviews.
- Develop relationships with key external service providers to ensure that ANSTO Minerals maintains access to external support that may be required to ensure delivery of analytical requirements for all client and research projects.
- Provide support to the broader team by undertaking additional duties as needed, including during staff or supervisor absences. Contribute to team resilience and succession planning by developing management capabilities across the team as a growth opportunity.

### Decision Making

- The position works within the framework of the Minerals Business Plan, which includes meeting the requirements for quality. Within this framework, the position has a high level of independence in determining how to achieve the analytical requirements and objectives of the unit, in particular, liaison, method development and implementation and resource allocation.
- The position is accountable for the accuracy, integrity and quality of analytical results.
- The position holder is responsible for the delegation of daily activities in terms of agreed work plans.
- The position holder will consult with the Senior Radiochemist and Analytical Lead on issues that will significantly affect meeting the project requirements and deadlines of the Minerals Business 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

- Thorough understanding of analytical chemistry techniques in the development and assessment of new methods.
- Extensive knowledge of hydrometallurgical processes.
- Delivery of high-quality results whilst working to tight deadlines and with conflicting priorities.
- Managing a diverse group.
- Staff development.
- Client (internal and external) liaison.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Cascade team objectives and goals</li> <li>• Provide management contingency</li> <li>• Staff engagement and quality recruitment</li> </ul>

Work area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Influence and resolve conflicts</li> <li>• Provide contingency in times of absence</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Set performance requirements and manage performance and development</li> </ul>
Other departments (Minerals/Site Project Leaders)	<ul style="list-style-type: none"> <li>• Liaise on project requirements and timelines</li> </ul>

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Senior Radiochemist and Analytical Lead
Direct Reports	3x Analytical Chemists
Indirect Reports	3x Analytical Technicians

### Financial Data (2024/2025)

**NOTE: For which the role is responsible for**

Revenue / Grants	
Operating Budget	\$1M
Staffing Budget	
Capital Budget	
Assets	\$1.5M

### 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
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Standing for long periods Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	Perform duties in an area where radioactive materials and/or hazardous chemicals are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements Shift work After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

### Workplace Health & Safety

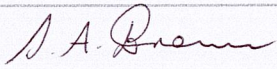
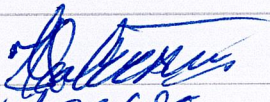
Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	<p>All Workers</p> <p>Managers / Leaders / Supervisors</p> <p>Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties</p>
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## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Relevant tertiary qualifications (analytical chemistry or similar) and/or relevant industry experience, with a broad knowledge of hydrometallurgical processing.
2. Relevant, demonstrated and comprehensive, hands on, experience in ICPOES, ICPMS and XRF instrumentation and methods of analysis.
3. Demonstrated experience in laboratory operation, with a principle focus on quality and safety.
4. Demonstrated high level communication skills in managing effective relationships with key stakeholders, with a strong focus on client and customer service.
5. Proven leadership skills, including the ability to successfully develop and manage a team and a willingness to share knowledge and skills.
6. Proven teamwork skills, including the ability to show initiative, work independently and within a team.
7. Excellent interpersonal and communication skills, both verbal and written, including ability to prepare technical documentation.
8. Practiced time management and organisational skills with a meticulous approach to work.

## 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:	Sue Brown	Name:	Sateesha Tirumali Seetharam
Title:	Senior Radiochemist and Analytical Lead	Title:	GM Minerals
Signature:		Signature:	
Date:	16 JUNE 2025	Date:	16/06/25

## Appendix 1

<b>ANSTO Job Families</b>
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour

