

## POSITION DESCRIPTION

<b>Position Title:</b>	Counsellor (Nuclear)
<b>Institute / Division / Business Unit:</b>	Finance & Business Support
<b>Section or Unit:</b>	Corporate Affairs
<b>Classification:</b>	Band 8
<b>Position Description Number:</b>	PD-1028
<b>Job Family:</b>	Communications & Marketing
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The Counsellor (Nuclear) ensures that ANSTO has a trusted, recognised and highly-influential presence and reputation within the International Atomic Energy Agency (IAEA) in Vienna, the Organisation for Economic Co-operation and Development's Nuclear Energy Agency (NEA) in Paris, and within other international and multinational organisations and forums in Europe related to nuclear science and technology.

The Counsellor (Nuclear) possesses a thorough understanding of global nuclear-issues, a deep knowledge of nuclear science, engineering and operations and a comprehensive understanding of ANSTO's activities and expertise. The role provides extensive briefings to other Australian government agencies on nuclear matters. The role also requires experience in international diplomacy, multilateral negotiations and stakeholder engagement. . The Counsellor (Nuclear) is required to autonomously advocate and secure ANSTO's interests in international forums that impact ANSTO's commercial interests and operations, as well as Australia's legal and regulatory framework.

### 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 IAEA is the world's centre for cooperation in the nuclear field. It was set up as the world's "Atoms for Peace" organization in 1957 within the United Nations. The IAEA works with its Member States and multiple partners worldwide to promote the safe, secure and peaceful use of nuclear technologies. The IAEA develops nuclear safety standards and, based on these standards, promotes the achievement and maintenance of high levels of safety in applications of nuclear, as well as the protection of human health and the environment against ionizing radiation. The IAEA verifies through its inspection system that States comply with their commitments, under the Non-Proliferation Treaty and other non-proliferation agreements, to use nuclear material and facilities only for peaceful purposes.

The OECD Nuclear Energy Agency (NEA) is an intergovernmental agency that facilitates co-operation among countries with advanced nuclear technology infrastructures to seek excellence in nuclear safety, technology, science, environment and law.

### **Position Environment**

The Counsellor (Nuclear) has a dual reporting line to the Director, Corporate Affairs and to the Australian Ambassador and Permanent Representative to the IAEA in Vienna. The Counsellor (Nuclear) engages regularly with ANSTO's Executives, including the Chief Executive Officer, and with the Australian Ambassador to the OECD in Paris. The Counsellor (Nuclear) manages the Multilateral Policy Officer in Vienna.

The role is based at the Australian Embassy and Permanent Mission in Vienna, Austria as a member of the Australian Permanent Mission to the IAEA. The Counsellor (Nuclear) is a member of the senior leadership team at the Australian Permanent Mission in Vienna - working alongside the Deputy Head of Mission and fellow DFAT Counsellors to ensure safe and secure operations within the Chancery.

The position's key internal customers include the ANSTO CEO, Executive, Leaders, Researchers, and Government and International Affairs staff. External stakeholders include Australian Permanent Mission to the IAEA and OECD staff, the Department of Foreign Affairs and Trade, Ambassadors and senior diplomats from other Permanent Missions in Vienna and Paris, IAEA and OECD-NEA representatives and personnel from other international organisations and agencies.

The role builds relationships and links within the IAEA, OECD-NEA, other international organisations, and with diplomatic staff from other Permanent Missions and Embassies in both Vienna and Paris.

### **ACCOUNTABILITIES & RESPONSIBILITIES**

#### **Key Accountabilities**

- Represent ANSTO and Australia in international negotiations and forums – with an emphasis on matters concerning nuclear security, nuclear safety, technical cooperation, nuclear applications and nuclear energy;
- Lead, secure and promote Australia's national interests and ANSTO's interests and reputation in international forums and with international governments;
- Oversee and drive the strategic direction of ANSTO's position on nuclear science and technology matters within the IAEA and OECD-NEA, as well as the development of multilateral negotiation strategies and interventions;
- Provide strategic advice and input on nuclear matters for various government and non-government forums ensuring coordination with ANSTO International Team;
- Lead the development and implementation of ANSTO's international engagement objectives within the IAEA and OECD-NEA, whilst remaining cognisant of the highly politically-sensitive domestic nuclear setting, to ensure ANSTO plays an effective and influential role in international and domestic nuclear affairs;
- Lead the identification and seizure of strategic international opportunities that add value to ANSTO by promoting and broadening ANSTO's international reputation

within the IAEA and OECD-NEA, and with international governments particularly in the Asia-Pacific region;

- Lead and manage the workflow of official communications and the execution of Host Government Agreements between the IAEA and ANSTO, ARPANSA, ARWA and other relevant agencies, organisations and institutes within Australia's nuclear sector;
- Provide expert support to the Australian Ambassador in Vienna, including on operational, HR, security and WH&S matters within the Chancery, and serve as the Ambassador's Alternate Representative within the IAEA;
- Oversee and drive the development of required material including but not limited to cables, detailed briefings for the Ambassador, Ministers, and official correspondence from the Australian Permanent Mission to the IAEA on matters related to the IAEA and OECD-NEA;
- Lead and manage the delivery of complex and detailed briefings to the CEO and ANSTO Executive on international nuclear science, technology, energy, safety and security developments within the IAEA and the OECD-NEA on a proactive basis;
- Autonomously lead and establish professional networks at international and national levels in order to promote and secure Australia and ANSTO's nuclear interests;
- Oversee and drive the process of regularly briefing nuclear agency heads and ASNO, the Department of Industry, Science and Resources and areas of DFAT on nuclear developments relevant to their portfolio of activities;
- Secure, enhance and represent the interests of ARPANSA, ARWA, and ASNO as agreed by ANSTO and the Australian Permanent Representative to the IAEA;
- Maintain comprehensive oversight and awareness of nuclear-related issues and risks that may impact ANSTO's commercial interests, operations, as well as legal, and regulatory framework;
- Work as part of the leadership team at the Australian Mission in Vienna – which constitutes the Australian Ambassador, Deputy Head of Mission, ANSTO Counsellor and DFAT Counsellors – to oversee the safety and security of the Chancery and other business as usual activities relevant to the IAEA;
- Undertake additional international duties as required from time to time to support Corporate Affairs and the Australian Permanent Mission.

### **Key Challenges**

- Demonstrating strategic and tactical thinking to drive an agenda within international forums that secures ANSTO and Australia's interests – particularly those related to AUKUS and Australia's relationship with other like-minded;
- Demonstrating a continued ability to operate autonomously with minimal supervision and day-to-day support from Sydney-based ANSTO officers;
- Maintaining constant awareness of ANSTO's operating environment; Australian government policy, and Australian foreign and multilateral policy particularly in relation to nuclear issues; and the international nuclear geopolitical environment;
- Maintain confidentiality, secrecy, and information security, and ensure the ongoing physical security of the Chancery; and

- Establish strong working relationships at all levels across the organisation, and with other nuclear agencies to facilitate and engender cooperation on Whole-of-Government matters.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Director, Corporate Affairs	<ul style="list-style-type: none"> <li>• Receive guidance and direction.</li> <li>• Provide expert, authoritative and evidence-based advice.</li> <li>• Staff engagement and quality recruitment.</li> <li>• Recommend and gain clearance, endorsement for plans, strategies and positions.</li> </ul>
Direct Report	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support.</li> <li>• Set performance requirements and manage performance and development.</li> <li>• Oversee and clear matters.</li> </ul>
Senior Manager, International Affairs	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of international nuclear matters.</li> <li>• Provide regular updates on developments that may impact international activities.</li> <li>• Contribute to strategic planning.</li> <li>• Collaborate and share accountability.</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice, direction and analysis on a full range of matters.</li> <li>• Lead group strategising, planning and execution of plans.</li> <li>• Seek support when capacity is constrained.</li> </ul>
<b>External</b>	
Australian Ambassador in Vienna and Permanent Representative to the IAEA	<ul style="list-style-type: none"> <li>• Receive guidance and direction.</li> <li>• Provide expert, authoritative and evidence-based advice.</li> <li>• Staff engagement and quality recruitment.</li> <li>• Recommend and gain clearance, endorsement for plans, strategies and positions.</li> </ul>
Commonwealth Government and departments, Australian nuclear agencies	<ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships and networks.</li> <li>• Actively consult to advance Australia's interests and maximise ANSTO's reputation.</li> <li>• Provide expert, authoritative and evidence-based advice.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Director, Corporate Affairs and Australian Ambassador to the United Nations, Vienna/Permanent Representative to the IAEA
Direct Reports	Multilateral Policy Officer
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Ability to relocate and live in Vienna, Austria for the duration of the appointment.
Travel:	Ability to travel internationally on a regular basis.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer).
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions.
Hours:	Willingness to work extended and varied hours.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements.

#### **Workplace Health & Safety**

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

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Degree (or higher) in Science, Engineering or other relevant discipline;
2. Deep knowledge of nuclear science, engineering and operations and a comprehensive understanding of ANSTO's activities and expertise
3. Experience liaising and managing relationships with international governments, multinational organisations, and across Australian government departments and agencies;
4. Understanding of international nuclear treaties;
5. Demonstrated high level interpersonal skills and ability to communicate effectively with people at various levels within and external to ANSTO;
6. Highly developed knowledge of nuclear and political issues;
7. Highly developed communication, influencing and interpersonal skills;
8. Strong expertise in negotiations, ability to listen carefully, and capacity to outline the scope of options to be considered and accurately interpret and report facts that are gathered;
9. Comprehensive knowledge and understanding of nuclear-related Government policy (domestic, foreign and multilateral) and demonstrated ability to secure and protect these interests when at risk of compromise;
10. Demonstrated ability to represent ANSTO and communicate at all levels including applying tact and asking effective questions; and

11. Organisational, self-management and time management skills, experience managing competing programs simultaneously, and ability to work independently with limited direction.

#### 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:	Alan Brindell	Name:	Emily Hodgson
Title:	Director, Corporate Affairs	Title:	Chief Financial Officer
Signature:		Signature:	
Date:		Date:	