

POSITION DESCRIPTION

Position Title:	Project Manager/ Senior Project Manager
Cluster / Business Unit / Division	Nuclear Science and Technology
Section or Unit:	Australian Centre for Neutron Scattering
Classification:	Band 6/7
Job Family:	Project & Program
Position Description Number:	PD-2509
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Senior/ Project Manager is to lead and manage large, multi-disciplinary projects, that meet customer requirements from concept through to development, manufacturing, testing, commissioning, and completion, ensuring conformance with processes and regulatory procedures.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Nuclear Science & Technology (NST) incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge and provides nuclear-based products and services for the benefit of Australia. The NST portfolio consists of scientific infrastructure and capabilities, with a number of them categorised as landmark infrastructure. This includes a range of scientific assets, infrastructure, capability development & delivery for multi-decadal, multi-disciplinary, multi-user platforms for the user community and for internal research and development endeavours.

The Australian Centre for Neutron Scattering (ACNS) operates neutron and X-ray scattering instruments with specialised sample environment equipment utilising ANSTO's modern high flux OPAL reactor and its cold neutron source. ACNS conducts structural and functional scientific investigations for industry, health, environment, biotechnology, nanotechnology, energy, advanced materials, engineering, food and heritage / archaeology sectors. ACNS is one of the top neutron facilities worldwide and unique within the Southern Hemisphere with an internationally competitive instrument suite complemented by an extensive suite of sample environments. There is an extensive user program of >500 users (with more than 1400 visits) per year from Australian universities and institutes, international institutions and internal ANSTO researchers. ACNS also services industry needs in engineering, infrastructure, food, automotive and other sectors.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage multi-disciplinary projects from conception to completion, including scope management, supervision, cost control, time management, quality/ safety/ environmental control, and contract management, ensuring work is delivered on time and budget.
- Initiate projects including consulting with clients, stakeholders and management to gain acceptance of business cases. This includes developing cost benefit analyses of proposed options, seeking new solutions, and developing new techniques and methods.
- Manage multi-disciplinary project teams including frequent communication, conflict resolution and negotiation.
- Provide quality verbal and written reports and presentations to stakeholders including the ANSTO executives.
- Undertake detailed project planning including developing a project plan to deliver the project either based on approved funding or in order to attain funding.
- Manage project risk by proactively tracking cost forecasting, task scheduling, contract administration and resolving critical issues.
- Manage customer relationships and ensure customers are informed of progress of project.
- Undertake additional duties as required and during period of leave of other staff.

In addition to performing all Band 6 key accountabilities, the key accountabilities for a Band 7 position include:

- Independently and concurrently lead multiple large projects and multi-disciplinary teams, typically of higher complexity.
- Coaching and mentoring of staff including sharing of specialist knowledge.
- Deliver client focused solutions with the ability to influence, negotiate and liaise with senior staff including developing reports for the Executive, CEO and Board.
- Influencing and managing subject matter experts.

Decision Making

- The ANSTO values, organisational corporate plan, NST objectives, ACNS Business Plan and ACNS objectives provide the context for the position.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives, including deciding on methods and approaches, project planning and is fully accountable for delivering project outcomes within agreed timeframes and budgets.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided and is required to ensure that decisions are based on sound evidence. At times, the position may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- 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

- Undertake work in a heavily regulated environment and adherence to all regulations is mandatory.
- Delivering project results and outcomes to the required standards and timeframes, given the need to adapt in an often changing and unpredictable environment. Carry out work in accordance with operational requirements and tight deadlines.

- Managing quality, budget, schedule and resources to simultaneously deliver multiple large projects that can be impacted by external factors.
- Ensuring successful implementation and project completion whilst managing conflicting interdependencies, priorities and deadlines.
- Meeting the requirements and expectations of multiple stakeholders where there may be conflicting priorities.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Capital Portfolio Manager, ACNS	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert and evidence based advice • Report on project delivery, budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
ACNS Staff	<ul style="list-style-type: none"> • Support team members and work collaboratively to contribute to achieving project outcomes • Collaborate and share accountability • Negotiate and resolve conflicts • Provide and receive feedback • Participate in meetings, share information and provide input on issues • Engage to monitor trends, performance and progress against the project plan and evaluate further support which may be required to ensure delivery against the plan • Develop and maintain effective working relationships and open channels of communication
Office of the Chief Engineer	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication • Engage with for technical services and safety analysis support
Infrastructure and Engineering Services	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication • Engage with for drafting and engineering services
Enterprise Program Management Office (EPMO)	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication • Consult and collaborate to ensure consistency with standard processes and systems
External	
Vendors/ suppliers	<ul style="list-style-type: none"> • Establish professional relationships • Contract negotiation and delivery

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the ACNS Capital Portfolio Manager
Direct Reports	Nil
Indirect Reports	Various – engineering and project leadership to other engineers, draftspersons, technicians within project teams
Financial Data (FY21)	

Revenue / Grants	-
Operating Budget	-
Staffing Budget	-
Capital Budget	Variable – between \$1-6M as defined by the allocated projects.
Assets	-

Special / Physical Requirements	
Location:	Lucas Heights, New South Wales.
Travel:	May be required travel to ANSTO sites from time to time Some travel may be required both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Wearing personal protective equipment
Radiation areas:	May be required to work in radiation areas under tightly regulated 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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements
Linked Role	. The Transition from Band 6 to Band 7 is not automatic and requires a full written submission, in addition to the attached checklist, to demonstrate how the employee meets the requirements. Transition will only occur following approvals from the ACNS Capital Portfolio Manager and Director Australian Centre for Neutron Scattering.

Workplace Health & Safety	
Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers 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

Band 6 Project Manager position:

1. Tertiary qualification in an engineering or science related discipline
2. Project management qualification (diploma preferred) from a recognised institution or equivalent experience as a project manager.
3. Demonstrated, recent experience managing large multi-disciplinary projects.
4. Excellent established communication and people skills, including team management, negotiation and conflict resolution, and experience in managing effective relationships with key stakeholders at different levels within an organisation.
5. Demonstrated experience managing procurement contracts, external design consultants, and commissioning activities.
6. Demonstrated experience managing safety, regulatory and security aspects in large projects.

7. Ability to manage a range of competing priorities.
8. Highly developed verbal and written communication skills.
9. Proven ability to seek and promote continuous improvement and willingness to implement change.
10. Strong team focus.

In addition, the Band 7 position Senior Project Manager requires:

11. High level of expertise / multiple years of experience as a Project Manager
12. Project management qualification (diploma preferred) from a recognised institution
13. Proven expertise in managing high complexity projects
14. Proven ability to lead and manage change
15. Proven ability to lead, coach and mentor staff
16. Ability to think strategically at the Program level, and contribute to business strategy.

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:	Stan Lee	Name:	Jamie Schulz
Title:	ACNS Capital Portfolio Manager	Title:	Director Australian Centre for Neutron Scattering
Signature:		Signature:	
Date:		Date:	

Project Manager / Senior Project Manager Linked Role (PD-2509)

Band 6 to Band 7 Transition Checklist

Name:	
Commencement Date:	
Assessment Date:	

Note: Full written submission demonstrating and justifying how the employee meets the requirements must also be attached.

Requirements for transition	Met Criteria
a) Minimum 5 years working as Project Manager (Band 6) OR b) Minimum 5 years of equivalent experience	<input type="checkbox"/> Yes <input type="checkbox"/> No OR <input type="checkbox"/> Yes <input type="checkbox"/> No
Qualification for project management (diploma preferred) from a recognised institution	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extensive experience and demonstrate meeting all below requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to independently and responsibly perform band 6 accountabilities and apply required knowledge, skills and experience for band 7 position including:	
Demonstrated ability to independently and concurrently lead multiple large, complex projects	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to lead and coordinate multi-disciplinary teams, including independent prioritisation and allocation of tasks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated coaching and mentoring of staff in project delivery and project management practices and specialist knowledge	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to influence, negotiate and liaise with senior staff in delivering client focused solutions to challenges encountered during management of projects	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated effective influencing and managing of subject matter experts	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project management and specialist expertise developed sufficiently to independently prepare, revise and update project management documentation and reports	<input type="checkbox"/> Yes <input type="checkbox"/> No

Manager Recommendation:

I have reviewed the employee's competence in accordance with Linked Role PD-2509 and certify that the employee meets all requirements for transition and recommend transition from Band 6 to Band 7 be endorsed.

Line Manager Name:	
Signature:	
Date:	

Director, Australian Centre for Neutron Scattering

I have reviewed all information and approve transition from Band 6 to Band 7

Director Name:	
Signature:	
Date:	