



POSITION DESCRIPTION

Position Title:	Integration Manager, Major Capital Projects
Cluster / Business Unit / Division	Nuclear Operations and Nuclear Medicine (NONM)
Section or Unit:	Nuclear Medicine
Classification:	Band 7
Position Description Number:	PD-2538
STEMM/NON-STEMM:	STEMM
Job Family:	Operations
Work Contract Type:	Manager

POSITION PURPOSE

The primary purpose of the role is to lead, manage, integrate and be responsible for the technical management of all interfaces between Nuclear Medicine and Major Capital Projects delivery and operational readiness work. The position acts as the client delegate for Nuclear Medicine Major Capital Programs.

The role is part of the Nuclear Medicine senior leadership team, and significantly contributes to the objectives supporting safe, secure, and sustainable supply of nuclear medicine.

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 Nuclear Medicine, 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.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

Senior Leadership Team

- Deliver performance excellence as assessed by the business balanced scorecard and key performance indicators.
- Continue to build a great place to work in Nuclear Medicine, consistent with ANSTO's values and desired high reliability culture.
- Assist with the development of plans and processes for the installation and operation of new nuclear medicine products and capabilities.
- Assist with coherent planning for securing funding and installing new capabilities for the facility to promote the facilities growth.
- Provide leadership and commitment to achieve excellence by encouraging continuous learning, knowledge sharing and fostering an environment for creativity and innovation.
- Contribute to strategic and operational decision making as a Senior Manager and member of the Senior Leadership Team.

Integration Manager, Major Capital Projects

- Coordination and management of main project works and designs with ANSTO operational systems and processes including transport, logistics, waste management, warehousing, emergency response, security, road and traffic management.

- Manage and coordinate valid plans & schedules for delivery of the regulatory and licencing requirements (ARPANSA, TGA etc. submissions).
- Identify resource requirements and co-ordinate resources to ensure the achievement of technical requirements, contractual obligations, schedules, and quality commitments within the bounds of the organisations policies and procedures.
- Provide expert advice and manage a responsive business relationship with Nuclear Medicine MCP program.
- Manage the project brief formation and negotiations, client satisfaction, risk/issue reporting and escalation, resolution processes and delivery.
- Proactively and accurately forecast workloads and effectively manage so that appropriate resources are in place and assigned to projects to meet key deliverables.
- Facilitate the communication of the Nuclear Medicine MCP project plans to the rest of ANSTO operational groups.
- Represent Nuclear Medicine operations on technical matters in relation to the project plans, designs and works.
- Investigate and provide reporting to the General Manager on selected items to further clarity on ANSTO's position.
- Coordination and participation in the review of design deliverables on behalf of Nuclear Medicine.
- Coordinate project designs and plans with the affected parties within ANSTO.
- Oversee project delivery meets client expectations.
- Develop the User Requirement Specification (URS) document and continuously refine throughout the project delivery.
- Ensure the project delivery team meets the expectations and are accountable for the deliverables of the URS.
- Oversee and ensure any innovative, best practice process capabilities are optimal within the demonstration facilities to ensure the most favourable processes are being utilised in future facilities.

Decision Making

- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to key stakeholders and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Executive Officer on complex, sensitive and major issues that have a significant impact.
- The position operates within a structured operating environment that is subject to established policies procedures and practices, some of which are underpinned by statutory requirements.
- 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

- Indirectly managing a multidisciplinary team consisting of Engineers, Project Managers, Technical staff, consultants, and contractors.
- Staying abreast of technological advancements and seeking innovative solutions to meet Nuclear Medicine needs into the future
- Initiate and manage change, allocate resources effectively, identify and manage risks.

- Ensure compliance obligations across TGA, ARPANSA, ASNO, ANSTO and other agencies are delivered in full every day.
- Negotiating with and influencing multiple stakeholders often with differing perspectives to reach resolution and agreement upon solutions to complex issues.

KEY RELATIONSHIPS

Who	Purpose
Internal	
General Manager	<ul style="list-style-type: none"> • Multiple times per month for discussions on operational and strategic matters affecting the business
Senior Leadership Team	<ul style="list-style-type: none"> • As required to inform on progress, to seek agreement and resolve issues which are often complex in nature.
Multiple resources across ANSTO business units and divisions as per related programs/projects	<ul style="list-style-type: none"> • Engage and negotiate provision of support and services on behalf of Nuclear Medicine • Key contact in relation to cross-cluster projects and programs • To influence, negotiate and reach agreement on key aspects

POSITION DIMENSIONS

Staff Data	
Reporting Line	General Manager, Nuclear Medicine
Direct Reports	N/A
Indirect Reports	Supports Nuclear Medicine front line leaders across all functions.

Special / Physical Requirements	
Location:	<ul style="list-style-type: none"> • Lucas Heights
Travel:	<ul style="list-style-type: none"> • May be required to travel to ANSTO sites from time to time
Physical:	<ul style="list-style-type: none"> • 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 for the handling of hazardous and/or radioactive materials
Radiation areas:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	<ul style="list-style-type: none"> • Satisfy ANSTO Security and Medical clearance requirements • Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

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

1. Degree qualification in a relevant discipline and a qualification acceptable to the Institute of Engineers Australia.
2. Formal qualifications and extensive experience in project management or equivalent recognised industry experience.
3. Proven problem-solving ability in delivering creative and systematic solutions to complex problems
4. Demonstrated ability to lead large projects and utilise project management methodologies to deliver quality and fit-for-purpose outcomes on time and within budget.
5. Demonstrated leadership and staff management skills.
6. Business acumen, ability to think strategically, salesmanship and ability to influence and negotiate.
7. Personal qualities that add value to a team operating in a high-level client service / safety & quality environment.
8. Strong interpersonal and communication skills, with the ability to interact and communicate with a varied and multidiscipline audience, develop and maintain productive working relationships.

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:	Ian Martin	Name:	Ian Martin
Title:	General Manager, Nuclear Medicine	Title:	General Manager, Nuclear Medicine
Signature:		Signature:	
Date:		Date:	