



POSITION DESCRIPTION

Position Title:	Manager, Waste Operations
Cluster / Business Unit / Division	Nuclear Operations, Safety and Security
Section or Unit:	Waste Management Services
Classification:	Band 7
Position Description Number:	PD-1476
Work Contract Type:	Manager

POSITION PURPOSE

The Manager, Waste Operations ensures the safe, compliant, efficient, and sustainable delivery of radioactive waste management services in support of ANSTO's key strategic objectives. The position is responsible for the management of all operational radioactive waste management activities, covering the collection, segregation, recording keeping, decontamination and appropriate storage of routine and non-routine radioactive wastes and some non-radioactive wastes. They are responsible for setting, monitoring and achieving the operational business plans and strategy.

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.

The Nuclear Operations, Safety and Security group brings together the key areas of Reactor Operations, Waste Management, Safety and Security. Waste Management Services is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO's strategic objectives, regulatory requirements and public expectations.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Lead the WMS operations including the management of a team of waste technicians to promote a progressive culture that motivates top performance and high morale to deliver a high performing team.
- Lead and manage all aspects of Waste Management Services operations including planning, identifying and allocating resources, control and management of financial performance and the integration of the Waste Supervisors plans for their areas into the operational strategy
- Set high standards of worker training and maintain accurate and clear documentation for operational procedures while analysing and continuously improving operational processes to improve safety, quality, productivity and efficiency.
- Develop and implement objectives, plans, targets and activities to achieve the operational strategy while identifying and addressing problems and opportunities both locally and companywide.
- Manage facilities and equipment to ensure operational safety, security, sustainability and compliance with applicable standards, legislative, regulatory and reporting requirements while responding effectively and efficiently to breakdowns and managing return to operations.
- Manage human resources through selection, training, development, performance management and review, recognition and guidance of supervisors and staff and implementation of sound knowledge capture and management processes.

- Mentor direct reports and implement succession and workforce planning, talent management and employee development to ensure sustainable and reliable operations.
- Establish and maintain collaborative client relationships, negotiate effective outcomes, and communicate with a diverse range of stakeholders at various levels of scientific or technical understanding to ensure client needs are met.
- Represent Waste Management Services to internal and external stakeholders, provide expertise for tours and training, being accountable for the quality of training to external customers and responding to Government requests through the GIA team
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- 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 of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Nuclear Operations strategy and Waste Management Services objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to internal and external clients 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.
- Determines key work priorities within the context of agreed work plans and will consult with the General Manager, WMS on complex, sensitive and major issues that have a significant impact.
- The position works within delegated authority to
 - o purchase equipment and materials
 - o undertake recruitment for new operations staff
 - o agree on suggested plans, changes, and improvements
 - o investigate incidents and disseminate actions
 - o use of Performance Management Plans and ANSTO HR systems
- 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

- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities, deadlines and customer requests
- Keeping abreast of recent developments in field, ensuring continual improvement and implementation of best practise across four distinct core fields of waste management
- Improving customer service, response times and delivery efficiencies
- Managing staff across a broad range of customer service and technical requirements
- Operating in a highly regulated environment

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals

	<ul style="list-style-type: none"> • Recommend and gain endorsement for plans and goals and other initiatives
Direct Reports	<ul style="list-style-type: none"> • Provide positive leadership, guidance and support • Set performance requirements and manage performance and development • 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
Clients	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Negotiate waste collection agreements including how it will be collected and what processes will be required.
Engineering, Scientific and Maintenance teams	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts • Develop user requirements and project definitions for projects
External	
ARPANSA	Making changes to facilities or procedures and verifying compliance
Sydney Water	Interactions with regulator for effluent
Federal Government	Provide information on radioactive waste and support the process for a National Radioactive Waste Management Facility
Visitors / VIPs	Provide information to the public in support of safe and effective radioactive waste management

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager, Waste Management Services
Direct Reports	4 x Waste Supervisors
Indirect Reports	21 x Waste Processing Technicians

Financial Data (2019/20)

Revenue / Grants	\$0
Operating Budget	~\$2M
Staffing Budget	~\$3M
Capital Budget	~\$1M
Assets	~\$100M

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to nationally and internationally 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 Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
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 After hours work may be required for short and infrequent periods
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>AG-2362</u> of the ANSTO WHS Management System	<p>All Workers</p> <p>Officer (definitions found in appendix 1 of AG-2362)</p> <p>Managers / Leaders / Supervisors</p> <p>ARPANSA Facility Officer</p> <p>Building Manager</p> <p>Area Supervisor</p> <p>Incident Triage Officer</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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ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Management, Engineering, Science or extensive experience in radioactive or non-radioactive waste management
2. Demonstrated experience in plant operations, waste management and/or environmental management
3. Demonstrated negotiation skills to persuade and influence others on decisions on strategy, options and processes where there are conflicting drivers
4. Proven experience, leading and managing operational activities and operators to achieve safe and effective management and achieving optimal work performance
5. Demonstrated experience in identifying and implementing process improvements and innovative solutions to complex problems
6. Experience guiding, developing and mentoring staff to deliver safe and effective radioactive waste management
7. Demonstrated experience in managing effective relationships with key stakeholders
8. Demonstrated ability to initiate and manage change, allocate resources effectively and identify and manage risks

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:	Paula Berghofer	Name:	Paula Berghofer
Title:	General Manager, Waste Management Services	Title:	General Manager, Waste Management Services
Signature:		Signature:	
Date:		Date:	