

POSITION DESCRIPTION

Position Title:	Head of Project Delivery
Institute / Division / Business Unit:	Infrastructure and Engineering Services
Section or Unit:	Project Delivery
Classification:	Band 9
Job Family:	Engineering and Technical
Position Description Number:	PD-2506
Work Contract Type:	Professional
STEMM/NON-STEMM	STEMM

POSITION PURPOSE

The Head of Project Delivery is responsible for ensuring that planning and execution of multi-year capital infrastructure and capital investment programs are delivered effectively, sustainably, and in alignment with our long-term strategic priorities and drives best-practice delivery standards, risk management, and continuous improvement across all projects, from concept and design to construction and handover.

The Head of Project Delivery is required to drive innovation and value through smart procurement, risk management, and data-driven decision-making, fostering strong partnerships with internal stakeholders, contractors, and external agencies to achieve integrated infrastructure outcomes and providing high-level advice on project performance, delivery risks, and investment priorities.

The position oversees several direct and indirect reports and plays a critical leadership role in providing supervision and guidance across multiple portfolios and capital projects at ANSTO, with Project Delivery being essential to ensuring their successful execution. These include Nuclear Operations, Nuclear Medicine, Nuclear Science and Technology, Commercial, Decommissioning and Campus Infrastructure and Asset Renewal Programs and Portfolios.

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 Infrastructure and Engineering Services group is responsible for supporting customers realise their business outcomes in delivering engineering projects in accordance with engineering business management systems ensuring delivery to required scope, quality, regulatory compliance, time, and cost. It provides engineering design expertise and delivery of projects and programs with independent oversight from a centralised Engineering Delivery PMO division.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Oversee planning and execution of multi-year capital program, ensuring projects are delivered on time, on budget, to specification and in compliance with performance, safety, quality, environmental, and regulatory standards
- Develop and embed a consistent project management framework that promotes transparency, performance, and oversees development and management of detailed project budgets, schedules, procurement strategies and risk management plans. Lead and communicate the continuous review of

the Group's approach and practice; and identify and initiate reforms to ensure effective, efficient and credible operations.

- Leads and direct the functions of the Project Delivery group, through all aspects of project delivery from feasibility, design development and engineering, procurement, construction, and commissioning (including operational readiness and client asset acceptance) including provide expert engineering advice and support to meet client requirements, and conduct design analysis, justification, and review across all project phases, effective management of staff, budget and resources; and the development and implementation of strategies to improve work practices, systems and processes to ensure the delivery of high-quality services and outcomes.
- Deliver stakeholder focused solutions with the ability to influence, negotiate and liaise with senior staff including developing quality verbal and written reports and presenting to the Board and CEO on the status of the planning and execution of multi-year capital portfolios and programs.
- Keep abreast of developments and trends in the engineering, project delivery and nuclear industry, with the aim of supporting ANSTO's commercial interests and identifying and supporting opportunities as well as proactively adapting the project delivery service to assist ANSTO with evolving business challenges.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The position operates with considerable autonomy within a framework of legislation, policies, professional standards, and resource constraints, making independent decisions on how to achieve objectives - including selecting methods and approaches, planning business and project activities, and allocating resources. The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the CEO 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.
- Key work priorities within the context of agreed work plans and will consult with the CEO on the more complex, sensitive and political issues that have a significant impact on the organisation's functions.
- 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

- Sourcing, developing and retaining critical project delivery skills for ANSTO to meet its strategic objectives now and into the future
- Develop a comprehensive strategy for Project Delivery that supports the successful execution of major, complex, and multi-disciplinary infrastructure projects (both within ANSTO and external infrastructure projects) ensuring full compliance with evolving customer expectations, stakeholder needs, and regulatory requirements
- Recruit, develop, retain and motivate an experienced, diverse, high quality project management workforce that earns and maintains the trust and respect of its customers and ANSTO's Executive;
- Oversee the delivery of high-profile programs and projects meeting challenging timeframes, budgets and requirements
- Translate ANSTO's ideas, objectives and business needs into practical and functional infrastructure that satisfies key project stakeholders.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice

	<ul style="list-style-type: none"> Negotiate and report on budgets and resources consistent with strategic plans and goals Recommend and gain endorsement for business plans and goals and change management initiatives
Committees and Working Groups	<ul style="list-style-type: none"> Provide expert advice and analysis on a full range of matters Contribute to executive decision-making processes, strategic planning and goals Collaborate and share accountability Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> Provide 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
External	
Regulators	<ul style="list-style-type: none"> Assure regulators site infrastructure risks and services delivery are being managed in accordance with prevailing regulations and ANSTO Policies and procedures.
Key Stakeholders - local government, external suppliers, construction industry regulators and Standards regulators	<ul style="list-style-type: none"> Establish and maintain collaborative relationships Represent and advocate the ANSTO position Undertake contract negotiations

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Group Executive, Infrastructure and Engineering Services
Direct Reports	Portfolio and Program Managers (approx. 5),
Indirect Reports	Leads a diverse project delivery team of portfolio managers, program managers, senior project managers, project managers and construction supervisors that delivers major, complex, multi-disciplinary ANSTO infrastructure projects from conception to completion including consultants, agency staff, project team members (approx. 100 employees and approx. 100+ contractors)

Financial Data

Revenue / Grants	N/A
Staffing Budget	\$tbc M
Capital Budget	\$50 – 70 M annually
Assets	\$ 3.7 M

Special / Physical Requirements

Location:	Lucas Heights
Travel:	Frequent travel to ANSTO sites within Australia Frequent travel both internationally and nationally Field work in remote locations

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) 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, including after-hours based on operational requirements
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	All Workers Officer (definitions found in appendix 1 of AG-2362) Group Executive / General Manager 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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ORGANISATIONAL CHART

Ref published org chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Minimum 15 years industry experience in engineering project delivery and strategic infrastructure leader with a strong record of managing complex capital programs, project delivery and project management, combine technical and commercial expertise with the ability to inspire teams and drive accountability across large-scale project portfolios. Degree in Engineering, Project Management and Construction Management and / or Master's equivalent level qualifications in Engineering
2. Demonstrated Leadership skills and extensive experience at a senior management level of an engineering organisation of significant size, regulation and complexity with a demonstrated capacity to provide customer service and a focus on value up, down and across the organisation
3. Experience leading teams to ensure compliance and risk management principles are maintained to deliver complex projects in a heavily regulated industry (Nuclear or equivalent industry)
4. Strong strategic thinking, commercial and planning skills and experience and the capacity to develop innovative solutions to complex, multi-faceted issues and problems
5. Demonstrated high-level communication and negotiation skills with the capacity to influence key external and internal decision makers and stakeholders including the Board, executive management and others.
6. Proven ability to lead, undertake and promote organisational change initiatives
7. Thorough knowledge and understanding of relevant legislative provisions and regulations
8. Strong Industry Awareness and familiarity with all appropriate local and international requirements, within a safety critical organisation
9. Demonstrated ability to manage contracts administration and compliance with contract requirements

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:	Jasmine Reay	Name:	Jasmine Reay
Title:	Group Executive, Infrastructure and Engineering Services	Title:	Group Executive, Infrastructure and Engineering Services
Signature:		Signature:	
Date:		Date:	