



## POSITION DESCRIPTION

<b>Position Title:</b>	Campus Infrastructure Manager (Asset Manager for Site Infrastructure and Reticulated Systems)
<b>Cluster / Business Unit / Division</b>	Infrastructure and Engineering
<b>Section or Unit:</b>	Campus Infrastructure
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-2605
<b>Work Contract Type:</b>	Professional
<b>STEM/Non-STEM</b>	Non-STEMM

### POSITION PURPOSE:

The primary function of the Campus Infrastructure Manager (Asset Manager for Site Infrastructure and Reticulated Systems) is to translate the Asset Owner's strategic intent for infrastructure and system assets into risk-informed technical, financial and operational decisions, plans and activities.

The Asset Manager function coordinates the asset planning and management functions in relation to the Owner's assets. This involves the application of organisational asset management systems and practices to develop and coordinate the implementation of long-term plans that articulate the assets performance – cost – risk balance, specify the activities, programs, resources, responsibilities and specific measurable outcomes required to achieve the Owner's asset objectives, including long term financial requirements. It works across business areas, Maintenance and Engineering and units to set expectations and formally confirm delivery against business objectives, and compliance obligations. The role also contributes to the development, coordination and improvement of organisational asset management systems and practices, comprising the processes, methods, techniques and criteria that generate and translate data, information and knowledge into risk informed activities, decisions and tasks.

### 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.

ANSTO's Infrastructure and Engineering Services, (IES) business area is dedicated to enhancing and maintaining ANSTO's facilities and environments for operational reliability while providing a range of customer services to support ANSTO's research, business activities and projects at the Lucas Heights Science & Technology Centre, the National Medical Cyclotron at Camperdown, and the Synchrotron in Melbourne.

There are 4 x main business units within the broader IES group: -

- Asset Maintenance and Workshop,
- Project Delivery,
- Major Capital Programs,
- Engineering Delivery – PMO.

The role sits outside of these groups and is a direct report to the Group Executive – IES who retains the Asset Owner function for all non-regulated infrastructure and reticulated systems and coordinate across our licence facilities.

## **ACCOUNTABILITIES & RESPONSIBILITIES:**

### **Key Accountabilities**

- Translate the Asset Owner's strategic intent for their assets into risk-informed technical, financial and operational decisions, plans and activities.
- Work with Subject Matter Experts (SME's) and users of the services to develop, periodically review and implement Asset Management Plans covering the 7 x Infrastructure Asset Classes, i.e.,
  - Building assets
  - Electrical assets
  - Town Water assets
  - Effluent assets
  - Pipe Gases assets
  - Grounds Assets, (including Buffer Zone, Stormwater, Roads, Carpark and Footpath assets)
  - Safety Systems assets
- Working closely with the infrastructure operations team, you will contribute to the development and implementation of multi-asset investment strategies, asset allocation decisions, ensuring the accurate and efficient execution of investment decisions.
- Ensure the implementation of long-term asset management plans (including capital investment, program, operations (supply) plans and maintenance strategies) that specify the activities, programs, resources, responsibilities and specific measurable outcomes required to achieve the desired objectives.
- Articulate the asset Performance – Cost – Risk balance to facilitate decision making by the Asset Owner, including:
  - Consult to specify the performance (level of service) required from the Owner's assets and the asset mgt. system based on knowledge and experience of asset capability.
  - Applying risk management processes and ensuring that risks to achieving the agreed plans and objectives are identified, communicated, and understood.
  - Undertaking analysis such as lifecycle costing and performance / cost / risk trade-offs to evaluate options
- Lead the development and coordination of organisational asset management systems and practices that support and implement the requirements of ISO 55000 and the relevant 40 x GFMAM asset management subjects.
- Ensure the responsibilities of Asset Service Providers are clearly defined and that manage the performance and effectiveness through the establishment of appropriate processes. Initiate audits and management reviews of the Owner's asset management systems. Including the endorsement of Maintenance Strategy development.
- Ensure asset information is managed through endorsed asset information systems and is maintained to the required standards,
- Specify and implement performance measures for the Owner's assets and asset mgt. system, and facilitate continuous improvement of assets through performance measurement, reporting, analysis, and corrective and preventive actions,
- Ensure alignment of the organisation's asset mgt. systems, practices and plans with ANSTO's Asset Management Policy and Strategic Asset Management Plan (SAMP).
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- Ensuring that the Asset Owner's asset management objectives and asset management plans are established and are compatible with business objectives,
- Lead the integration of the asset requirements into the organization's business processes,
- Ensuring that the quality of work performed meets regulatory requirements,
- Communicating the importance of effective asset management and of conforming to HP's the asset management requirements,

- Ensuring that the Owner's assets deliver their intended outcome(s),
- Setting goals, targets and KPI's for maintenance and project delivery,
- Promoting cross-functional collaboration and continual improvement within the organization,
- Ensuring that the approach used for managing risk in asset management is aligned with the organization's approach for managing risk.
- 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

- Demonstrating long-term strategic vision and the ability to plan in a way that translates organisational strategies into business strategies, plans and actions,
- Managing of a near end-of life asset base with incomplete data sets,
- Ensuring the safe and compliant operation of the Owner's asset base,
- Accepting a high level of accountability to ensure that the process and standards do not result in missed production or safety incidents,
- Commitment to always ensuring the plant and other resources function efficiently and effectively with a focus on reducing waste,
- Requirement to manage a wide / varied group of stakeholder needs,
- Ensuring comprehensive procedural documentation is developed and maintained for the end-to-end operations,
- Encourage sharing of knowledge and experiences within the team and keep up to date with current technology and be aware of its potential impact on the work of the group.

### KEY RELATIONSHIPS:

Who	Purpose
<b>Internal</b>	
Manager/Executive/Chief Engineer	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions,</li> <li>• Provide expert advice and contribute to decision making,</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> <li>• Standards, processes and systems · Engineering governance</li> </ul>
SME, Approval Officers, System Strategists	<ul style="list-style-type: none"> <li>• Ensure agreed processes are adhered to within defined service levels, proactively share knowledge and participate readily in continual service improvement</li> </ul>
Service Providers	<ul style="list-style-type: none"> <li>• Ensure maintenance strategies are established and endorsed.</li> </ul>
End Users	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support to a team of cross divisional "Super Users" to ensure superior support and optimal system performance</li> <li>• Monitor data and transactional performance requirements and manage performance and development</li> <li>• Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the business plan</li> </ul>
Other departments	<ul style="list-style-type: none"> <li>• Finance, Procurement and H.R</li> <li>• Divisional Operations Teams inc. Asset Managers, Building Managers and internal service providers</li> <li>• SAP CMMS Administration</li> </ul>

	<ul style="list-style-type: none"> <li>• Engineering and Technical support teams</li> <li>• Office of Strategic Asset Management</li> <li>• Office of EPMO</li> </ul>
<b>External</b>	
Title, group, committee, industry or business	<ul style="list-style-type: none"> <li>• Consultants and contractors</li> </ul>
Auditors & Regulatory bodies	<ul style="list-style-type: none"> <li>• Participate and represent in system audits</li> </ul>
Vendors/service providers	<ul style="list-style-type: none"> <li>• Market Research and options analysis, getting experts to attend communities of practice to share industry best practices</li> </ul>
Governmental Departments/Agencies	<ul style="list-style-type: none"> <li>• Collaborating for best practices and exchange of business practices and knowledge.</li> </ul>
Title, group, committee, industry or business	<ul style="list-style-type: none"> <li>• Industry Groups for benchmarking etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Advisory bodies, eg. Asset Management Council</li> </ul>

#### POSITION DIMENSIONS:

<b>Staff Data</b>	
Reporting Line	Reports to the Group Executive – Infrastructure and Engineering Services
Direct Reports	Nil. The position has no direct reports, however, influences and guides a number of Executives, Senior Managers and subject matter experts and is responsible for co-ordinating a stakeholder group of up to 25 x Super Users/Data Services across site(s).
Indirect Reports	As above
<b>Financial Data</b>	
Revenue / Grants	Nil
Operating Budget	TBC
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil
<b>Special / Physical Requirements</b>	
Location:	Primarily based at Lucas Heights however there may be a requirement to work at other ANSTO facilities, i.e. Camperdown / Clayton (Vic). Working in different areas of designated site(s)/campus as needed
Travel:	Maybe required travel to all ANSTO site(s) from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site(s), extended hours working at computer)
Radiation areas:	Maybe required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements
<b>Workplace Health &amp; Safety</b>	
	All Workers

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System

On occasion to supervise contractors and consultants to ensure compliance with ANSTO WHS & Security procedures including appropriate induction training, supervision and documentation completion.

Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

#### ORGANISATIONAL CHART:

See attached / Available on the ANSTO Intranet

#### KNOWLEDGE, SKILLS AND EXPERIENCE:

1. 10-year minimum proven industry experience. A Degree in Engineering, Asset Management, Building & Construction, or a related field — or a recognised certificate in Asset Management Planning with solid experience in a leadership or coordination role with proven experience managing complex property portfolios.
2. Knowledge and experience of Asset Management in the context of ISO 55000 and the GFMAM 40 x Asset Management subjects
3. Knowledge and experience in developing and implementation of Asset Management Plans: their development and how these impacts on their roles and functions,
4. Knowledge of the key elements included in Asset Management Plans, as defined by ISO 55000, including costings, contingency planning and communicating the plan
5. Demonstrated experience in addressing key issues arising when developing and implementing of infrastructure-based Asset Management Plans, (eg. aging assets)
6. Extensive exposure to stakeholder management
7. Experience in managing risk in effective Asset Management
8. Experience in Asset Management performance measurement and improvement

#### 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:	