



## POSITION DESCRIPTION

<b>Position Title:</b>	Operations Manager
<b>Cluster / Business Unit / Division</b>	Nuclear Science and Technology
<b>Section or Unit:</b>	Nuclear Materials Research and Technology Group (NM-RTG)
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Science
<b>Position Description Number:</b>	PD-2610
<b>Work Contract Type:</b>	Scientific/ Technical
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Research & Sciences

### POSITION PURPOSE

The Operations Manager is responsible for overseeing all operational aspects of the Nuclear Materials Research and Technology Group to ensure that the team functions to deliver to both strategic and business goals of its nuclear research program. This position drives continuous improvement in operations while fostering a culture of safety, cooperation and compliance. The role supports excellence in science and engineering for its diverse range of stakeholders through the optimised utilisation of NM-RTG resources and facilities.

### 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.

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 Nuclear Materials Research and Technology Group (NM-RTG) is a leading centre for nuclear materials expertise in Australia. It incorporates a multidisciplinary team of scientists, technical specialists and engineers, supporting the design, development and performance of materials and technologies that span the nuclear fission energy life-cycle. The NM-RTG Facilities and Capabilities Group are the custodians of a unique combination of research infrastructure, underpinned by relevant expertise, to enable synthesis, manufacture, handling, characterisation and modelling of nuclear fuels, structural materials and waste-forms. To this end, the NM-RTG Facilities and Capabilities Group provide an integrated multidisciplinary technical support to ANSTO operations, academia and industry across a variety of research and engineering sectors, both within Australia and in collaboration with international stakeholders.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Implement the business and asset management plans, including objectives, targets, and activities to achieve the goals of the Nuclear Materials Research and Technology strategy.
- Lead and manage all operational aspects of the Nuclear Materials Research and Technology Facilities, including identifying and allocating resources to drive organisational, research and commercial outcomes.

- Lead and manage the development and implementation of operational policies and best practices in the workplace to meet safety and quality standards of licensed radiation facilities, ensuring streamlining of processes, driving process improvements, optimising operational efficiency and maximising productivity.
- Ensure operational safety, security (both physical and cyber) and compliance are kept current with applicable legislative and regulatory requirements, including the Defence Export Control requirements.
- Leadership and management of the operations teams through the recruitment, training and performance management and review, recognition and conflict resolution. Ensure the sustainability of the operations team through succession and workforce planning, talent management and staff development activities.
- Management of nuclear and non-nuclear facilities and equipment through an asset management framework. Maintain a continuous program of improvement to ensure laboratories and instrumentation are functioning properly, optimising effective access for internal stakeholders.
- Lead and manage the process of new project development within Nuclear Materials Research and Technology Group including specification, resourcing, budgeting, scheduling, compliance, regulatory, funding, revenue and legal agreements and reporting through to Integrated Business Planning.
- Apply technical expertise within a project management framework to lead and oversee the delivery of capital projects investing in NM-RTG facilities, including incorporation of new, upgraded or remediated scientific instrumentation and engineering systems, in consultation or collaboration with stakeholders and scientific experts.
- Provide strategic advice in relation to the prioritisation and allocation of resources for projects to optimise the operations of the facility and projects utilising the facility.
- Work in a highly collaborative way, building and maintaining productive working relationships within ANSTO and with external client and suppliers.
- Establish and foster professional networks with other facilities, develop collaborations and partnerships with user communities to promote enhanced outputs and maximise facility utilisation.
- Undertake additional duties as required and during periods of leave of other staff.

### **Decision Making**

- The position works within a highly regulated complex framework of legislation, policies, professional standards and resource parameters. Within this framework the position will be provided with the parameters in which to operate the laboratories and facilities. The position has some independence in determining the tasks and activities required to achieve day-to-day operational outcomes.
- The position operates within the context of the following documents:
  - ANSTO values
  - Organisational corporate plan
  - Strategic plan
  - Operational excellence program
  - NST business plan
  - Nuclear Materials - Facilities Management Group's operational workplan
- The position is responsible for the accuracy, integrity and quality of technical support and advice 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 complex operational plans and will consult with the Director on sensitive and major issues that have a significant impact on the Nuclear Materials Research and Technology Group.

- 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

- Managing and engaging multi-disciplinary teams with personnel who are not direct reports using a collaborative, consultative, influencing, and team-working approach to achieve objectives.
- Communicating, negotiating, and influencing a range of internal and external stakeholders to achieve the required success of ANSTOs engagement activities in a complex environment where resources are highly constrained.
- Time management skills to respond to the diverse requirements of organisational operations and projects
- Leading and promoting a high safety culture and quality operation within a research facility working under a complex regulatory environment
- Keeping abreast of all updates which requires constant learning and keeping abreast of technological and statutory changes for effective and safe operation of laboratories.
- Implement organisational / business unit change management systems

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
NM-RTG Director	<ul style="list-style-type: none"> <li>• Receive broad guidance and direction.</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Staff engagement and quality recruitment</li> <li>• Provide sound advice related to strategic plans and goals</li> <li>• Recommend and gain endorsement for strategic operational plans, goals and other initiatives.</li> <li>• Negotiate and report on budgets and KPI's consistent with strategic operational plans and goals.</li> </ul>
Group Management Team	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to management decision making processes, planning and goals.</li> <li>• Collaborate and share accountability</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance, direction and support</li> <li>• Provide and set performance requirements consistent with business plans and objectives.</li> <li>• Manage individual performance and development</li> <li>• Provide regular updates on key tasks, issues and priorities</li> <li>• Engage in monitoring trends, metrics and operational performance and progress against the strategic plan and evaluate any further support that may be required to ensure delivery against the plan.</li> <li>• Allocate tasks and set priorities to ensure smooth and effective operations, maximising user experience, facility utilisation, ensuring compliance, and continuously improving.</li> <li>• Negotiate and resolve conflicts</li> </ul>
Internal Researchers and Facility users	<ul style="list-style-type: none"> <li>• Collaborate and share knowledge</li> <li>• Provide expert advice, analysis, guidance, training &amp; support</li> <li>• Contribute to determination of work priorities and plans</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor trends and progress against agreed project plans and develop strategies to ensure project delivery.</li> <li>• Provide user supervision and ensure safety, regulatory &amp; quality compliance.</li> <li>• Maximise the user experience</li> </ul>
Enablers/ internal stakeholders	<ul style="list-style-type: none"> <li>• Negotiate access to required resources</li> <li>• Optimise engagement with collaboration and sharing knowledge</li> </ul>
ANSTO Committees (WHS, Quality etc.)	<ul style="list-style-type: none"> <li>• Participation in committees as required to support effective management of general operations within business unit</li> </ul>
<b>External</b>	
Facility users	<ul style="list-style-type: none"> <li>• Coordinate laboratory availability and usage</li> <li>• Develop strategies for improving the effectiveness of laboratory operations.</li> <li>• Assess competence to undertake activities within laboratory/s</li> <li>• Understand user requirements and desired outcomes</li> <li>• Provide technical advice, and training on practices within your designated area</li> </ul>
Regulators and auditors	<ul style="list-style-type: none"> <li>• Establish and maintain effective and collaborative working relationships</li> </ul>
Contractors and service personnel	<ul style="list-style-type: none"> <li>• Provide oversight while working within laboratory</li> <li>• Ensure safety and regulatory compliance</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Research Director
Direct Reports	2-4 (Capability Manager, Senior Facility Officer)
Indirect Reports	Facilities and Capabilities Officers

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	Occasional travel to other ANSTO sites within Australia
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Laboratory facility physical requirements (lifting, standing for long periods, operating machinery or equipment) Wearing personal protective equipment when entering hazardous and/or radioactive areas
Radiation areas:	May be 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

**Workplace Health & Safety**

Specific role/s as specified in AP- All Workers

2362 of the ANSTO WHS Management System

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

**ORGANISATIONAL CHART**

Refer to Published Organisational Chart.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Degree tertiary qualification or higher in a relevant scientific or business field
2. Significant and extensive experience and the operations of a science research facility, with a focus on safety, compliance, efficiency, technical and scientific delivery to stakeholder's needs and demonstrating commercial acumen.
3. Demonstrated practice in the management of facilities operating in a highly regulated environment together with adherence to processes such as good laboratory practice (GLP), quality assurance and ARPANSA, ASNO and DEC regulations.
4. Proven ability to lead, manage and deliver multiple strategic and operational projects, including the ability to manage multiple complex tasks, priority management, strong organisational skills for effective delivery in a resource-limited environment.
5. Demonstrated high level interpersonal, networking and highly developed negotiation and communication skills.
6. Extensive experience in influencing and managing effective relationships with key stakeholders, including engagement with industry.
7. Proven ability to plan, implement and update plans and systems that include recommendations to improve safety, equipment reliability and availability.
8. Demonstrated ability to develop a strong performance-based culture, and responsibility in individuals and teams.
9. Extensive experience in leading, managing and developing teams, including coaching and mentoring skills.
10. Excellent interpersonal and communication skills, both written and verbal.

**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.

<b>Line Manager</b>	<b>Delegated Authority</b>
Name: Michael Moody	Name: Andrew Peele
Title: Director, Nuclear Materials Research and Technology Group	Title: Group Executive, Nuclear Science and Technology
Signature:	Signature:
Date:	Date: