

POSITION DESCRIPTION

Position Title:	Personal Dosimetry Officer
Cluster / Business Unit / Division	Nuclear Operations Safety and Security/ High Reliability/ Work Health and Safety
Section or Unit:	Human Health Monitoring
Classification:	Band 6
Position Description Number:	PD-0960
Work Contract Type:	Technical
STEMM or NON-STEMM:	STEMM

POSITION PURPOSE

The Personal Dosimetry Officer provides leadership and is responsible for quality assurance of ANSTO's personal dosimetry service (external and internal) to ANSTO staff members, contractors and visitors. This position is subject matter expert for all aspects of personal radiation dosimetry from external and internal exposure pathways. The role ensures the accurate formal measurement and record keeping of personal ionising radiation exposure at ANSTO. It is also responsible for identifying, assessing and developing future measurement techniques as they become available for use at ANSTO for ionising and non-ionising radiation exposure situations.

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.

Nuclear Operations Safety and Security incorporating High Reliability (Safety Operations) provides critical enabling functions for ANSTO ensuring operational compliance for a range of regulators as well providing mandated services to federal and state government departments and agencies.

ANSTO is committed to delivering excellence in safety performance based on ANSTO's core values. The High Reliability team provides a wide range of safety and environmental services for the organisation, as well as a range of external services to government and commercial clients. The key internal areas of expertise are radiation protection and dosimetry, conventional health and safety, emergency preparedness and related assurance functions and regulatory relationships. In addition,

the team provides specialised services related to radiation protection and emergency response and preparedness on a commercial basis or in the National interest.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

To support ANSTO's strategic objectives to act as Australia's source of nuclear expertise, advice and services to governments, academia, industry and community, this role has the following key accountabilities:

- Effective leadership and mentor Occupational Hygienists, Health Physicists, Dosimetry Technologists and Dosimetry Technicians in the provision, development, and continuous improvement of Personal Dosimetry Services.
- Plans and supervises the management, calibration and maintenance of plant and equipment and services associated with the Personal Dosimetry Services including the in-vivo and in-vitro capabilities (Whole Body Monitor, Thyroid organ monitoring and Radiation Bioassay), passive external dosimetry, personal and area air sampling for measuring radioactivity.
- Management of exposure record keeping and reporting systems within the Personal Dosimetry Services and forwarding ionising radiation dose records to the Australian National Radiation Dose Register (ANRDR).
- Establish international best practices for personal dosimetry services from the IAEA guides and standards to ensure nuclear and radiological safety is maintained
- Ownership and application of relevant ANSTO Radiation Protection standards, policies and guides as part of ANSTO's WHS MS in relation to the field of dosimetry and quality assurance. Ensure that these standards, policies and guides are appropriate, compliant with regulatory requirements and take account of international best practice.
- Provide expert advice as part of the Safety and Reliability Assurance (SRA) process, and to the Reactor Assurance Committee (RAC); coordinate safety and radiation protection assessments and audits; and perform and assist in radiation and safety assessments, nuclear safety, and risk assessments and their review.
- Build and maintain relationships with other personal dosimetry services (nationally and internationally) for the purposes of sharing of knowledge and benchmarking. Engage in regular dosimetry inter-comparison and auditing activities.
- Represent ANSTO as a subject matter expert at national and international forums.
- Initiate, manage, and coordinate the development and implementation of projects within Personal Dosimetry Services.
- Establish and implement local arrangements for safety and security of radiation sources used by the Dosimetry team in accordance with ARPANSA licence regulations as Source Responsible Officer within the Personal Dosimetry Service.
- Support ANSTO Emergency Arrangements as subject matter expert for the RANET functional capability Dose Assessment and, working closely with the Radiological Emergency Manager, provide authoritative Radiation Protection advice to the Incident Controller and Emergency Operations Manager.
- Behaviour must reflect the ANSTO Values and their leadership should engender an inclusive environment for all staff.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within a framework of legislation, international guidance, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the WHS Strategy, the Radiation Protection strategy, RPS strategic operational objectives, and WHS and RPS Business Management Systems provide the context for the position;
- The position is fully accountable for the accuracy, integrity and quality of the content of measurement and advice provided to staff and managers and is required to ensure that decisions are based on sound evidence and accurate interpretation of measurements. At times may be required to make effective judgements under pressure or in the absence of complete information or expert advice
- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Human Health Monitoring Leader and RPS Manager or WHS Manager on complex, sensitive or major issues that may have a significant impact on ANSTO, the customer group or High Reliability;
- 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

- Maintain a current knowledge of relevant state, commonwealth and international standards and regulations and implement changes as required.
- Maintain knowledge of international best practice in personal dosimetry and also of developments in relevant technology, including establishing and fostering professional networks in order to access and share information.
- Ensure the QA Business Management System for the Personal Dosimetry Service is maintained as part of High Reliability QA system.
- Production and review of procedures to be incorporated into the divisional QA system. Ensuring that procedures reflect best and/or actual practice and are compliant with the relevant regulatory requirements and standards.
- Identify resource requirements through an understanding and awareness of future operational requirements, future site developments, forthcoming regulatory requirements and current / future staff competencies.
- Ensure the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines;
- Optimise customer service, response times and delivery efficiencies.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager, Work Health & Safety	<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;• Recommend and gain endorsement for plans and goals and other initiatives.
Manager, Radiation Protection Services	<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.
Leader, Human Health Monitoring	<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; • Recommend and gain endorsement for plans and goals and other initiatives.
High Reliability Team members	<ul style="list-style-type: none"> • Receive expert advice and analysis on all radiation protection, occupational hygiene and work health safety matters and staff issues; • Encourage and contribute to group decision making processes, planning and goals; • Collaborate and share accountability and resources; • Negotiate and resolve conflicts.
ANSTO Radiation Services	<ul style="list-style-type: none"> • Work closely to support commercial agreements with external stakeholders; • Provide expert advice and analysis on all personal dosimetry matters.
NSTLI/ Nuclear Stewardship	<ul style="list-style-type: none"> • Liaise with ANSTO laboratories to leverage current and emerging technology and best practice in detection, identification and measurement for operational use.
ANSTO undertakings	<ul style="list-style-type: none"> • Provide specialist guidance and advice on all radiation dosimetry monitoring methods, results and techniques, as required, in collaboration with Occupational Hygienists and Operational Health Physicists.
External	
Other personal monitoring services	<ul style="list-style-type: none"> • Comparison of best practice in personal radiation dosimetry.
Senior Commonwealth and State/Territory personnel	<ul style="list-style-type: none"> • Coordinate and cooperate on personal dosimetry requirements in line with state, national and international plans and guidance.
COMCARE	<ul style="list-style-type: none"> • Reporting and expert advice.
ARPANSA	<ul style="list-style-type: none"> • Reporting and expert advice.
International bodies (IAEA, ICRP etc)	<ul style="list-style-type: none"> • Coordinate and cooperate in radiation protection requirements in line with national and international plans and guidance. • Sharing of best practice in personal radiation dosimetry and collaboration with the training and development of other radiation dosimetry specialists from others organisations.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Leader, Human Health Monitoring

Collaborative Interaction	Health Physicists Occupational Hygienists Dosimetry Technologists Dosimetry Technicians
Direct Reports	Nil
Indirect Reports	The position provides leadership and guides clients that perform potentially hazardous roles.

Special / Physical Requirements

Location:	Primary: Lucas Heights. Secondary: Camperdown/Clayton. Working in different areas of any ANSTO campus as needed.
Travel:	May be required travel to ANSTO sites from time to time. Some travel nationally and internationally for conferences and potential collaborations with other occupational hygiene and personal dosimetry services.
Physical:	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:	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 (potentially up to Negative Vetting 1).

Workplace Health & Safety

Specific role/s as specified in AG-2362 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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ORGANISATIONAL CHART

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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree, or equivalent in Physics, Radiation Protection or other related discipline.
2. Certified Radiation Safety Advisor (CRSA) by the Australasian Radiation Protection Accreditation Board or willing to achieve in timely manner.
3. Extensive demonstrated experience of ionising radiation monitoring methods, systems, practices and equipment including the ability to manage related projects from conception through to implementation.
4. Extensive experience with the use and calibration of ionising radiation monitoring equipment.

5. Detailed knowledge of the principles of radiation detection, measurement and instrumentation, with highly developed analytical/problem solving skills.
6. Extensive current knowledge of national and international standards and best practice in personal radiation dosimetry including quality management systems for dosimetry laboratories.
7. Strong customer focus with emphasis on the management of client relationships. High level communication and influencing skills with ability to collaborate with all management levels and to adapt communication styles to suit the audience (ANSTO management, regulators, public etc).
8. Experience in leading and mentoring of staff.