



POSITION DESCRIPTION

Position Title:	Program Director
Cluster / Business Unit / Division	Infrastructure and Engineering Services
Section or Unit:	Major Capital Programs
Job Family:	Project & Program
Classification:	Band 9
Position Description Number:	PD-2627
Work Contract Type:	Professional, Leadership
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Program Director is to function as the strategic lead in the implementation and management of multidisciplinary teams for various critical programs including all the dependencies.

The role requires expert leadership in multidisciplinary engineering delivery and cross-divisional engagement. The Program Director will drive the Technical Engineering and Delivery Program to deliver maturity in technology, manufacturing, and integration operational readiness levels to realise the full operational and commercial benefits of the SyMo Program, delivered in alignment with regulatory, safety, and compliance requirements to achieve approvals for commissioning and operations.

The SyMo facility has completed physical construction and technical fit out. The facility is now moving into the commissioning phases, Cold Commissioning, Optimisation and Hot Commission in preparation for full production operations.

The SyMo program encompasses the delivery and integration of several key facilities and systems:

- SyMo Manufacturing Facility (B88)
- Consumable Plant (B3)
- AMN (B89) Liquid Waste Facility
- B54 Legacy Waste Facility
- Flask Transfer Waste Network Operations for delivery, receipt, and dispatch

The role reports into the Group Executive of Infrastructure and Engineering Services (Program Sponsor) and has industry experience in program management and the delivery of complex programs having multiple and diverse stakeholders including, Regulators and the Nuclear Industry

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.

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

- Lead and direct the Program, including effective management of risk, project dependencies, budgets and resources for a multi-disciplinary delivery and operations team.
- Take a best for enterprise view, leading and directing the strategic positioning and management of the program, including effective management of staff, budget, and resources.
- Guide, support and enable the project managers, engineers, and operators to ensure timely and cost-effective project delivery.
- Manage the prevailing Safety, Quality and Risk Management Systems as required and appropriate to deliver compliance and assurance outcomes.
- Drive the development and implementation of strategies to improve work practices, systems, and processes to ensure the delivery of quality Program deliverables.
- Deliver optimal organisational solutions and project outcomes with the ability to influence, negotiate and liaise with the Sponsor and key stakeholders and other senior staff, especially if competing priorities or problems arise.
- Develop and deliver quality verbal and written reports for presentation up to the Board, the CEO, Group Executive and the Capital Committee.
- Manage and drive compliance to the system of governance that rules and guides the delivery of the project i.e., steering committees and working groups, by liaising with chair and project managers as required.
- Drive, manage and monitor a suite of KPIs that properly describe all aspects of project compliance and delivery to plan.
- Provide assurance to the Sponsor, Group Executive and the Board that the Program and its projects are executed in accordance with the Industry Engineering Standards and ANSTO Project Management Lifecycle Methodology.
- Proactively manage financial risk, including oversight of the risk contingency element(s) and allowances of the Program's budget in line with approved delegations, protocols, and financial authorisation levels.
- Enable the prioritisation and allocation of capital expenditure in accordance with authorisation levels for program and project personnel in accordance with the requirements of the ANSTO Delegation Manual (AG-1682).
- Provide technically sound program / project management advice and support with the aims of satisfying the client requirements and all associated safety, quality assurance, commercial, technical, and regulatory requirements.
- Keep abreast of developments and trends in the program management, manufacturing treatment facility, nuclear industry, with the aim of supporting ANSTOs commercial interests and identifying and supporting opportunities as well as proactively adapting the project delivery service to assist ANSTO with evolving business challenges.
- Develop and implementation strategies and processes for delivering and facilitating innovation, growth initiatives and improvements; and
- Lead and communicate the continuous review of the Program's approach and practice identifying reforms to ensure effective, efficient and credible Program delivery operations.

Decision Making

- Provide assurance that programs and projects are executed in accordance with established methodologies.
- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the team, including deciding on methods and approaches, operations, project planning and allocation of resources and applying these across the Program's organisation
- The position determines key work priorities within the context of agreed work plans and will consult with the Project Sponsor and / or Capital Committee on the more complex, sensitive, and political issues that have a significant impact on the Program's functions
- Key work priorities fall within the context of agreed work plans except where on the more complex, sensitive and political issues the Program Director may need to consult with the Chief Executive Officer

where issues may have a significant impact on the organisation's program/project management methodology and delivery; and

- 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

- Optimising and managing competing pressures to maximise the success of projects and the program to the agreed program outcomes
- Operating in a dynamic and complex operating environment
- Source, develop and retain critical program planning, analysis and administrative skills for the Nuclear Medicine Manufacturing Facility Program to meet its strategic objectives now and into the future
- Improve the performance and sustain the efficiency of the overall the SyMo Manufacturing Facility Program
- Develop a comprehensive delivery and reporting plan for Program ensuring proactive alignment and traceability with ANSTOs strategic and financial directions
- Recruit, develop, retain and motivate an experienced, diverse, high-quality workforce that earns and maintains the trust and respect of its customers and ANSTOs Executive; and
- Translate ANSTOs ideas, objectives and business needs into prioritised, practical and functional plans that satisfy key program stakeholders.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide specialist advice • Recommend and gain endorsement for plans, strategy and policies.
Capital Committee	<ul style="list-style-type: none"> • Capital planning, forecast and target management • Capital Submissions and recommendation to committee as reviewed by the Nuclear Medicine Manufacturing Facility Program.
ANSTO Infrastructure and Engineering Services	<ul style="list-style-type: none"> • Effective in a collaborative manner best practice performance • Make recommendations to improve systems and processes • Provide specialist advice and analysis on a broad range of Program and Project matters • Contribute to decision making processes, strategic planning and goal setting
Engineering Governance and Standards, Asset and Project Management Teams	<ul style="list-style-type: none"> • Provide exceptional leadership, guidance, and support • Effective in a collaborative manner best practice asset management • Provide specialist advice and analysis on a broad range of matters relating to asset management. • Contribute to group decision making processes, strategic planning and goal setting
Finance Team	<ul style="list-style-type: none"> • ANSTO Reports, Capital Committee reporting, Asset disclosure requirements through life support. • Information required for disclosure in the financial statements • Contribution to PBS and capital budgets • Contribution on Capital Portfolio's data contributing to responses to Questions on Notice and tracking reports on Budget Outcomes into the Portfolio Department

External	
ANSTO Board	<ul style="list-style-type: none"> • Provide timely and accurate input and advice as required
Government, regulators, strategic partners and key stakeholders	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships • Provide expert, authoritative and evidence-based advice • Actively contribute, and represent ANSTO and the Australian Government relating to this Program of work • Share knowledge and deliver outcomes through partnerships
Auditors	<ul style="list-style-type: none"> • As required

POSITION DIMENSIONS

Staff Data	
Reporting Line	Group Executive, Infrastructure and Engineering Services
Direct Reports	Refer to program plan
Indirect Reports	Refer to program plan

Financial Data	
Revenue / Grants	Refer to program plan
Operating Budget	Refer to program plan
Staffing Budget	Refer to program plan
Capital Budget	Refer to program plan
Assets	Refer to program plan

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to other ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
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 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 AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in Appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

KNOWLEDGE, SKILLS AND EXPERIENCE

The successful candidate will be expected to work closely with project managers, working group leaders and others involved in the implementation of business improvement processes across ANSTO. The successful candidate should have demonstrated expertise in the following areas:

1. Degree and / or master's level qualifications in Engineering essential (Mechanical, Chemical, Electrical or related discipline)
2. Postgraduate qualifications in Project Management or Engineering Management essential
3. Demonstrated exceptional leadership skills and extensive experience at a senior management level of a multi-disciplinary organisation of significant size and complexity with a demonstrated capacity to provide customer service and a focus on value up, down and across the organisation
4. Proven track record in commissioning complex engineering projects, preferably in nuclear, chemical, or heavy industrial sectors.
5. Demonstrated experience in development, procurement and delivery of complex, high risk, high profile, infrastructure programs and projects
6. Demonstrated experience in building, maintaining and evolving large, multi-disciplinary, effective and efficient team or teams, delivering assigned performance metrics/outcomes
7. Strong understanding of regulatory compliance, safety systems, and operational readiness in high-risk environments.
8. Strong strategic thinking, commercial and planning skills and experience and the capacity to develop innovative solutions to complex, multi-faceted issues and problems
9. Demonstrated high-level communication and negotiation skills, capacity to influence key external / internal decision makers and stakeholders including the Board, executive management, and others.
10. Proven ability to lead, undertake and promote organisational change initiatives
11. Thorough knowledge and understanding of relevant legislative provisions and regulations
12. Strong Industry awareness and familiarity with all appropriate local and international requirements.
13. Demonstrated ability to manage contracts administration and compliance with complex contract requirements.
14. Demonstrated high level of expertise in relevant disciplines to provide authoritative professional/technical/operational advice and/or deliver service outcomes,
15. Demonstrated significant expertise in planning for the strategic use of human resources and/or aligning systems and processes to improve workforce performance and outcomes.

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:	