



POSITION DESCRIPTION

Position Title:	Electrical/ Instrumentation & Control Project Engineer
Cluster / Business Unit / Division	Infrastructure and Engineering
Section or Unit:	Project Delivery
Classification:	Band 5/6 <i>Linked Role</i>
Position Description Number:	PD-1252
Work Contract Type:	Professional/Technical
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The primary objective of the Project Engineer is to design and develop engineering products/solutions to meet customer and project requirements including manufacturing, testing, and commissioning and to ensure products conform to statutory regulations and procedures.

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 and the Office of the Chief Engineer.

The Nuclear Medicine Products (NMP) cluster which includes the commercial businesses of ANSTO Health and ANSTO Nuclear Medicine are part of the larger Nuclear Medicine and Commercial group. NMP generates revenue for ANSTO from the sale of nuclear medicine products and has a strong focus on meeting customer needs with timely and value added products and services.

ACCOUNTABILITIES & RESPONSIBILITIES

The key accountabilities for the Band 5 position include:

- Assist in the design and development of nuclear and non-nuclear electrical, control & instrumentation engineering problems by applying relevant expertise and professional skills, under the supervision of a more senior team member.
- Work closely with project manager or directly with customers to outline scope, undertake cost estimate, recommend feasible solutions and ensure final product meets customer requirements by maintaining regular contact.
- Participate in the complete engineering process from concept development through to product manufacturing and commissioning to ensure customer satisfaction.
- Conceptualise and conceive design approaches to ensure engineering solutions are fit for purpose, cost-effective & practical.

- Undertake prototype development and validation by setting-up testing procedures and equipment to ensure product conforms to international standards, statutory & user requirements.
- Assist core projects of the Unit by undertaking design work (components of large project) under the supervision of Project Leader and support project management by ensuring timelines are met, budget is controlled and risks are managed.
- Work as part of team in delivering product solutions to customers.

In addition to performing all Band 5 key accountabilities, the key accountabilities for a Band 6 position include:

- Utilise matured project management methodologies to undertake design work including leadership of a small team, ensuring timelines are met, budget is controlled and risks are managed. Source resources, budgets, staff and materials to undertake project including costing of job.
- Utilise judgement to independently assess priorities of project tasks and job flow to deliver complete project.
- Undertake research and development to create one off solutions for clients.
- Represent ANSTO nationally and internationally, build networks to develop sharing of information, and develop links with industry
- Maintain database of projects to ensure accurate reporting to management.

Working in different areas of ANSTO as needed including radiation areas under tightly regulated conditions.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The position is fully accountable for the accuracy, integrity and quality of the content of his/her work provided, 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.
- 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

The major challenges for this position include:

- Developing nuclear electrical engineering knowledge and maintaining currency of professional knowledge,
- Designing innovative & creative solutions as necessary where there may be few precedents,
- Ensuring stringent nuclear design regulations and applicable codes & practices are adhered to, including those relating to safety & nuclear technology.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<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
Work area team members	<ul style="list-style-type: none"> Provide expert advice and analysis on a full range of matters Contribute to group decision making processes, planning and goals Collaborate and share accountability Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> N/A
Portfolio Clients, project stakeholders, internal suppliers, other engineers and staff within AME.	<ul style="list-style-type: none"> Collaborate and share accountability Negotiate and resolve conflicts Facilitate engagement to provide positive outcomes for ANSTO
External	
	<ul style="list-style-type: none">
Contractors	<ul style="list-style-type: none"> Manage contractor work to ensure delivery as per requirement
Regulators	<ul style="list-style-type: none"> Participate in audits Facilitate compliance

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to one of the Portfolio Leaders within ANSTO Maintenance & Engineering in line with work priorities.
	Nil
Indirect Reports	3-4 for project based work

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to different ANSTO sites from time to time May be required to travel both internationally and nationally
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 and project 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
Linked Role:	The Transition from Band 5 to Band 6 is not automatic and requires a full written submission, in addition to the attached checklist, to demonstrate how the employee meets the requirements. Transition will only occur following approvals from the Portfolio Manager and General Manager and Group Executive.

Workplace Health & Safety	
	All Workers Officer (definitions found in appendix A of AP-2362)

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

ORGANISATIONAL CHART

This role reports to a Portfolio Leader in either the Nuclear Operations, CAVC or NSTLI portfolios with ANSTO Maintenance & Engineering as the need arises.

KNOWLEDGE, SKILLS AND EXPERIENCE

The knowledge, skills and experience requirements for the Band 5 position include:

The knowledge, skills and experience for a Band 5 position include:

1. Degree in relevant Electrical Engineering discipline or Mechatronics Engineering or other relevant discipline
2. Industrial engineering experience working within the electrical and/or mechatronics engineering field
3. Ability to develop detailed working designs from requirements & concepts
4. Demonstrated capability to successfully apply theories into practice
5. Demonstrated task management skills
6. Good written & verbal communication skills
7. Ensure all work undertaken conforms to Australian Standards, quality procedures and other statutory requirements
8. Willingness to pro-actively share knowledge, information and insight with team members.

In addition to demonstrating strong knowledge, skills and experience at a Band 5 level, the Band 6 position also requires:

9. Well-developed project management skills
10. Significant industrial engineering experience working within the electrical and/or mechatronics engineering field
11. Ability to develop and introduce innovative approaches to improving processes and practices.
12. Demonstrated experience in take responsibility for actions, projects and people within team including motivating, coaching and mentoring staff.

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:		Name:	
Title:	Portfolio Manager	Title:	Head of Project Delivery
Signature:		Signature:	
Date:		Date:	

**Electrical/ Instrumentation & Control Project Engineer (PD-1252)
Band 5 to Band 6 Transition Checklist**

Name:	
Commencement Date:	
Assessment Date:	

A written submission demonstrating and justifying how the employee meets requirements must also be attached.

Requirements for transition	Met Criteria
Minimum 2 years or equivalent experience performing Band 5 Accountabilities	Yes No
Demonstrated capability to successfully manage and deliver high profile projects including leading a small team.	Yes No
Demonstrated capability to carry out projects to successful completion with little supervision	Yes No

Demonstrated ability to independently, competently and responsibly perform Band 5 accountabilities and apply required knowledge, skills and experience for the Band 6 position including:	
Utilise matured project management methodologies to undertake design work including leadership of a small team, ensuring timelines are met, budget is controlled and risks are managed. Source resources, budgets, staff and materials to undertake project including costing of job.	Yes No
Utilise judgement to independently assess priorities of project tasks and job flow to deliver complete project.	Yes No
Undertake research and development to create one off solutions for clients.	Yes No
Represent ANSTO nationally and internationally, build networks to develop sharing of information, and develop links with industry	Yes No
Maintain database of projects to ensure accurate reporting to management.	Yes No
Working in different areas of ANSTO as needed including radiation areas under tightly regulated conditions.	Yes No

Attach a written submission demonstrating and justifying how the employee meets each of the above requirements.

Manager Recommendation

I have reviewed the employee's competence in accordance with Linked Role PD-1252 and certify that the employee meets all requirements for transition and recommend transition from Band 5 to Band 6 be endorsed as demonstrated in the attached written submission detailing how the employee meets each of the requirements.

Name & Title:			
Signature:		Date:	

General Manager/Head I have reviewed all information and approve transition from Band 5 to Band 6.

Name & Title:	
--------------------------	--

Signature:		Date:	
Effective date of transition:			