



## POSITION DESCRIPTION

<b>Position Title:</b>	Lead Radiation Consultancy Services
<b>Cluster / Business Unit / Division</b>	Nuclear Medicine & Commercial
<b>Section or Unit:</b>	Radiation Services
<b>Classification:</b>	Band 7
<b>Job Family:</b>	Science
<b>Position Description Number:</b>	PD-2535
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Science

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### POSITION PURPOSE

The primary objective of the role is to lead field-based teams delivering client projects with a total value over \$10M annually. The position works in dynamic customer environments and is required to successfully negotiate with clients, ANSTO enablers, stakeholders, suppliers and contractors to deliver optimum client orientated outcomes.

### 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.

The Radiation Services business unit is a key part of ANSTO's Nuclear Medicine & Commercial (NM&C) group, which includes other businesses delivering commercial revenue for ANSTO. The Radiation Services business provides external clients with a wide range of radiation consultancy services, instrument calibration, project management, and training.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Lead, influence and develop relationships with clients, ANSTO Enablers, stakeholders, contractors, and suppliers to ensure optional financial and client outcomes are achieved.
- Lead the development of compelling project proposals for clients and ensuring that projects costs align to business requirements, ensuring billing and forecasting are accurate and timely.
- Lead the development and implementation of project objectives, plans, budgets, targets, and activities in collaboration with clients, ANSTO enablers, and contractors to achieve Radiation Services operational strategy and financial targets.
- Drive a high-quality client experience by monitoring feedback, evaluating outcomes, and continuously improving consultancy services to meet clients, industry, and regulatory expectations.
- Ensure the Radiation Services prioritisation of work aligns with financial objectives and work priorities to make best use of scarce resources and maximise financial return.
- Lead and develop client, supplier, and contractor relationships strategy to achieve optimal financial and operations performance for the Group.

- Lead all aspects of Radiation Services for site operations, programs, teams, and resources to align with project budget constraints and ensure successful financial performance.
- Develop new processes and work practices, implementing changes to ensure work can be undertaken safely and efficiently in the field to deliver to ANSTO and the clients' requirements.
- Lead Radiation Services facility licencing and reporting requirements to ensure compliance with legal and regulatory requirements, and maintain the reliability of equipment, buildings, operational areas, source storage, reporting process and wipe testing.
- Lead the development and implementation of core competency training, capability building, personal development, performance management, and recognition and guidance for Radiation Services teams.
- Ensure the long-term sustainability of the Radiation Services through effective workforce training, planning, talent management, and employee development activities, while supporting the Radiation Safety training team, as required.
- Undertake additional duties as required and during periods of leave of other staff.

### **Decision Making**

- This position makes operational and financial decisions on a day-to-day basis for field-based teams on projects that impacts clients, ANSTO employees, suppliers and contractors.
- 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 client, the business unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- This position determines key work priorities (and reprioritisation), within the context of agreed work plans and will consult with the Operations Manager on complex, sensitive and major issues that have a significant impact on the project (financial, or schedule)
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Operations Manager 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**

- Maintaining an influential position with clients, suppliers, and contractors to achieve outcomes aligned to ANSTO commercial expectations.
- Working with external clients to deliver successful field-based projects, often over weekend, after hours, and on challenging sites.
- Providing accurate information to business lead to support timely quotes and proposals to clients.
- Working with all project stakeholders to communicate safe work methods to protect people, assets, and the environment.
- Understanding and resolving complex projects, and lead times. This will include working with state and federal authorities, ANSTO enablers, suppliers, and contractors, whilst remaining compliant to ANSTO policy and procedures, regulatory and legal requirements.
- Maintaining detailed knowledge and experience in radiation protection, technical, chemical and client site requirements.

- Anticipating and coaching the team on training and development opportunities to ensure safe, reliable field based client outcomes.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Operations Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction on project delivery strategies.</li> <li>• Collaboratively develop project plans providing expert knowledge on methodology and delivery requirements.</li> <li>• Delivery of projects to agreed timeframes and cost.</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals.</li> <li>• Provide accurate project costs and timelines.</li> <li>• Timely forecast on expenses and payment schedules.</li> <li>• Revise work schedules in alignment with agreed priorities.</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a project design and delivery.</li> <li>• Lead and inspire group decision making processes, planning and goals.</li> <li>• Influence and resolve conflicts.</li> </ul>
Direct/indirect Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance, and support team members in developing and managing contracts and variations, executing project plans, and delivering high quality outcomes to clients and stakeholders on time.</li> <li>• Set 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 plan.</li> <li>• Review and prioritise workload.</li> </ul>
High Reliability, Legal Services, Security, Waste Operations and Regulatory Affairs	<ul style="list-style-type: none"> <li>• Timely collaboration on current and future projects</li> <li>• Requests to provide support to during periods of leave of other staff, if directed to.</li> <li>• Source movements.</li> <li>• Regulatory requests.</li> <li>• Provision of support to organisational initiatives.</li> <li>• Influence and resolve conflicts.</li> </ul>
<b>External</b>	
Clients External stakeholders – Contractors, suppliers, service providers, regulators, committees, industry or business groups	<ul style="list-style-type: none"> <li>• Prepare and deliver timely proposal with clearly defined scopes of work, accurate cost estimates, and achievable milestones.</li> <li>• Ensure accurate invoicing and billing processes.</li> <li>• Provide clear advice on delivering projects in line with agreed scope, cost, and timelines.</li> <li>• Engage effectively with clients and stakeholders.</li> <li>• Promote ANSTO services to existing and potential clients.</li> </ul>

## POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Operations Manager Radiation Services

Direct Reports	<ul style="list-style-type: none"> <li>• Consultant Health Physicist x 2</li> <li>• Commercial Waste Technician x1</li> </ul>
Indirect Reports	Nil

### Financial Data (FY24 Forecast)

Revenue / Grants	+\$10M
Operating Budget	+\$1M p.a.
Staffing Budget	
Capital Budget	\$100-250K p.a.
Assets	

### Special / Physical Requirements

Location:	This role is based at Lucas Heights
Travel:	All field-based work is off site at client premises and requires frequent national travel, with limited international travel The role requires an understanding of client facility requirements.
Physical:	Preparation for jobs or projects is an office-based role with some physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) When in the field you will be working at client sites wearing personal protective equipment and manual handling of portable detectors. Often working in demanding environments and various climatic conditions, working at nights and weekend maybe required. The role requires working with contractors, suppliers and various types of equipment to safely perform tasks. Labour intensive physical requirements (sitting, standing, frequent manual handling), standing for long periods, frequent movements (climbing, stooping, kneeling, crouching, crawling) and working in a loud environment. Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators and wearing personal protective equipment for the handling of hazardous and/or radioactive materials. Working in confined space environment including wearing respiratory protection equipment.
Radiation, Chemical & other Hazards	May be required to work in areas with radiation, chemical, and other environmental hazards (e.g. dusts, heat, cold, heavy equipment)
Hours:	Willingness to work to deliver on client projects and timelines. This may require the person to work after hours, and on weekends.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain the federal government NV2 security clearance.

### Workplace Health & Safety

Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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**KNOWLEDGE, SKILLS AND EXPERIENCE**

1. A degree in a science, engineering, or relevant discipline.
2. Demonstrated practical experience in field-based delivery within radiation protection, nuclear safety, and/or radioactive waste disposal projects.
3. Experience in radioactive waste management, licencing, and compliance with ARPANSA guidelines, standards, and codes.
4. Proven ability to lead and manage projects, delivering high-quality outcomes on time and within budget.
5. Experience in guiding, developing, and mentoring staff to achieve successful project outcomes.
6. Demonstrated capability in building and maintaining effective client and stakeholder relationships.
7. Ability to influence project delivery outcomes in alignment with organisational objectives.
8. Proven ability to initiate and manage changes, allocate resources effectively, and identify and mitigate risks.
9. Strong communication, interpersonal, negotiation, influencing, and strategic planning skills.

**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: Hong Duong	Name: Neilesh Syna
Title: Operations Manager, Radiation Services	Title: Head of Radiation Services
Signature:	Signature:
Date:	Date: