

POSITION DESCRIPTION

Position Title:	Program Records and Evidence Assurance Officer
Cluster / Business Unit / Division	Assurance, Risk and Compliance
Section or Unit:	Operational Excellence
Classification:	Band 4
Job Family:	<i>Administration</i>
Position Description Number:	PD-2651
Work Contract Type:	Administration
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Program Records and Evidence Assurance Officer, Operational Excellence is responsible for the maintenance and coordination of the records, evidence and business coordination systems that support the Operational Excellence Program. This includes the maintenance of records to support review by bodies (Australian National Audit Office, ARPANSA, Internal Assurance and other stakeholders).

The role also provides high-quality business coordination and executive support to the Head of Operational Excellence and the broader program team, including meeting coordination, document control, program administration, stakeholder liaison, SAP support, information management and the preparation of professional program outputs.

ORGANISATIONAL ENVIRONMENT

ANSTO is a leading global nuclear science and technology organisation delivering world-class research, expertise and infrastructure to benefit Australia and support a more sustainable future. Using nuclear science and technology, ANSTO improves health, supports industry, provides expert advice to government, enables innovation and helps develop Australia's nuclear workforce.

The Assurance, Risk and Compliance function provides enterprise leadership in governance, assurance, risk, compliance, quality, improvement, regulatory readiness and organisational performance. The function supports the organisation to strengthen its systems of control, improve accountability, simplify ways of working, and enhance confidence in the effective delivery of ANSTO's strategic and operational objectives.

The Operational Excellence Program supports ANSTO's operational, safety, regulatory and assurance objectives by strengthening the systems, evidence, frameworks and practices that enable safe, reliable and compliant operations. The program has a significant role in supporting organisational confidence that ANSTO's operations are conducted within defined safety parameters and in accordance with applicable legislative, regulatory, quality and governance requirements.

The Operational Excellence Program operates in a complex nuclear, scientific, technical and regulated environment. It works across operational areas, frontline assets, safety systems, regulatory interfaces, assurance activities and program delivery functions. The program supports work associated with the Safety Review Panel and related streams of activity focused on improving the maturity, traceability and demonstrability of ANSTO's safety, compliance and operational management arrangements.

The role requires a sound understanding of ANSTO's organisational mechanics, regulatory environment, quality framework, operational structures and key business systems. It requires the ability to translate

complex operational, safety and regulatory activity into a coherent system of retrievable records, artefacts and archives that will remain useful, defensible and accessible in future years.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

Program Records, Evidence and Assurance Coordination

- Establish, maintain and coordinate the Operational Excellence Program's records and evidence management framework, ensuring information is accurate, controlled, traceable, auditable and readily retrievable in accordance with ANSTO requirements and regulatory expectations.
- Develop and coordinate structured repositories for program artefacts, including Safety Review Panel records, risk assessments, Plans and Arrangements, Safety Analysis Reports, compliance activities, program decisions and related assurance evidence.

Safety Review Panel and Compliance Evidence Support

- Provide governance, records and coordination support for the Safety Review Panel, including the management of agendas, papers, actions, decisions, evidence and meeting records.

Business Coordination and Executive Support

- Provide high-level business coordination support to the Head of Operational Excellence, including coordination of meetings, correspondence, stakeholder engagement, action tracking and confidential information.
- Support the program in the creation of professional documentation, reports, presentations, briefing materials, registers and program records that support effective program delivery and executive decision-making.

Program Support, Systems and SAP Coordination

- Provide business and operational support to the Operational Excellence Program, including SAP transactions, procurement activities, financial administration, work order coordination and related business processes.
- Maintain program documentation, registers, intranet content, communications and information repositories to support efficient and compliant program operations.
- Identify and implement improvements to records management, business processes, reporting systems and administrative practices that enhance program effectiveness and information integrity.

Stakeholder Coordination and Operational Interface

- Develop and maintain effective working relationships with operational, safety, risk, quality, regulatory and asset management stakeholders to support the collection, verification and maintenance of program records and evidence.
- Translate complex operational, regulatory and safety information into structured, defensible and retrievable records that support assurance, compliance and organisational learning.
- Identify and escalate gaps, inconsistencies or weaknesses in records, evidence and information management practices that may affect regulatory confidence, assurance outcomes or program objectives.

Other

- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position operates within a framework of legislation, regulatory requirements, ANSTO policies, quality expectations, professional standards, information management requirements, delegations and resource parameters.

- Within this framework, the position has independence in determining how to organise, structure, prioritise and maintain program records, evidence repositories, coordination processes and supporting business systems.
- The role exercises judgement in assessing the importance, sensitivity, completeness and retrievability of records and evidence, including determining when matters require escalation to the Head of Operational Excellence or other responsible officers.
- The position supports the Head of Operational Excellence and relevant Responsible Persons by maintaining evidence systems that support defensible decision-making, regulatory readiness and program assurance.
- The position may make recommendations regarding records structures, document control methods, retrieval pathways, evidence capture processes, meeting governance, information quality and process improvements.
- 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

- Establishing and maintaining a robust, ordered and auditable records and evidence system for a complex Operational Excellence Program operating across safety, regulatory, operational and quality domains.
- Ensuring that records and artefacts are sufficiently complete, traceable and retrievable to withstand external scrutiny from auditors, regulators and internal assurance bodies.
- Supporting the program to demonstrate, through controlled evidence, that ANSTO is operating within its safety parameters.
- Coordinating records and information across multiple stakeholders, systems and operational areas where documentation maturity, terminology, ownership and retrieval practices may vary.
- Maintaining confidentiality, discretion and accuracy when handling sensitive operational, regulatory, safety and program information.
- Working across ANSTO systems, structures and processes to capture and preserve information that may be required for future assurance, regulatory or organisational memory purposes.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Head of Operational Excellence	• Receive direction, guidance and priorities. • Provide records, evidence, coordination and executive support. • Support program governance, action tracking, meeting coordination and evidence readiness.
Operational Excellence Program Team	• Provide program records, evidence and business coordination support. • Maintain program repositories, registers, meeting records, artefacts and information systems. • Coordinate information flow and support consistent documentation practices.
Safety Review Panel members and supporting stakeholders	• Coordinate meeting records, actions, evidence, recommendations and decision artefacts. • Support traceability between panel activity, risk evidence, compliance recovery and program outcomes.
Operational areas and frontline asset stakeholders	• Obtain, verify and maintain operational records, evidence and supporting documentation. • Support translation of operational information into structured and retrievable program artefacts.

Quality, Assurance, Risk, Regulatory and Safety stakeholders	• Support evidence capture and retrieval for assurance, regulatory and compliance purposes. • Liaise on records, artefact quality, document control and traceability expectations.
Finance, Procurement and Business Systems teams	• Coordinate SAP, purchasing, invoicing, cost coding and business support activities. Resolve procedural, system or transaction-related issues as required.
Information Management, Records and ICT teams	• Seek guidance on recordkeeping standards, information repositories, access controls, retention and retrieval processes. • Support implementation of effective electronic records management practices.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Head of Operational Excellence
Direct Reports	Nil
Indirect Reports	Nil
Financial Data (2025-2026)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil
Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to 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:	N/A
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 <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-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

1. Diploma or equivalent experience in administration, records management, or a related discipline.
2. Demonstrated experience in similar organisational programs, necessitating an ability to coordinate records and information management, document control, business coordination or program support in a complex operating environment.

3. Demonstrated ability to establish and coordinate structured electronic and hard copy recordkeeping systems that support auditability, traceability, retrieval and long-term organisational use.
4. Demonstrated ability to handle confidential, sensitive and controlled information with discretion, accuracy and professionalism.
5. Strong understanding of records, evidence and information management principles, including version control, indexing, document integrity, retention and retrieval.
6. Experience supporting senior leaders, or program managers through effective coordination of meetings, actions, correspondence, registers, records and program artefacts.
7. Ability to work across all stakeholders to obtain, clarify and organise information.
8. Sound understanding of ANSTO's operating environment, regulatory framework, quality framework, governance structures and internal processes.
9. Excellent written and verbal communication skills, including the ability to prepare professional documentation.
10. Strong organisational skills, attention to detail and ability to manage competing priorities with limited supervision.
11. Demonstrated proficiency in Microsoft Office applications, Microsoft Teams, SharePoint or equivalent document repositories, ANSTO systems, intranet platforms and electronic records tools.
12. Strong working knowledge of SAP and related business processes.

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:	Dave Filipetto	Name:	Marianne Morton
Title:	Head of Operational Excellence	Title:	A/ Group Executive, Assurance Risk and Compliance
Signature:		Signature:	
Date:		Date:	