



## POSITION DESCRIPTION

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|-------------------------------------------|-------------------------------|
| <b>Position Title:</b>                    | Director Corporate Affairs    |
| <b>Cluster / Business Unit / Division</b> | Finance and Business Services |
| <b>Section or Unit:</b>                   | Corporate Affairs             |
| <b>Job Family:</b>                        | Communications and Marketing  |
| <b>Classification:</b>                    | Band 9                        |
| <b>Position Description Number:</b>       | PD-2181                       |
| <b>Work Contract Type:</b>                | Professional                  |
| <b>STEMM/NON-STEMM:</b>                   | Non-STEMM                     |

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### POSITION PURPOSE

The Director, Corporate Affairs is responsible for leading ANSTO's Corporate Affairs Division and shaping the organisation's reputation, stakeholder relationships, strategic communications, government engagement and public profile. The role is a key Senior Leadership role and provides strategic counsel to the ANSTO Executive Team, CEO and Board on matters relating to communications, government relations, stakeholder management, reputation, community engagement, public affairs and issues management.

The Director ensures ANSTO maintains strong relationships with Federal, State and Local Governments, industry, research partners, regulators, international organisations, media and communities, while supporting ANSTO's mission to deliver the benefits of nuclear science and technology for Australia. The role also plays a critical leadership function in managing organisational reputation and supporting ANSTO's on-going social licence to operate.

### ORGANISATIONAL ENVIRONMENT

ANSTO is Australia's national organisation for nuclear science and technology, providing world-leading research infrastructure, expertise, products and services that support health, industry, the environment, national security and scientific advancement. ANSTO also serves as a trusted adviser to government and maintains significant relationships with domestic and international stakeholders.

The Corporate Affairs Division is responsible for:

- Corporate communications and brand management
- Media relations and public affairs
- Government and parliamentary engagement
- International affairs
- Community relations and stakeholder engagement
- Digital communications and content
- Internal communications
- Public education and outreach programs
- Strategic reputation management

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Lead the development and execution of ANSTO's Corporate Affairs strategy, ensuring alignment with organisational objectives and government priorities.
- Lead, mentor and develop a high-performing Corporate Affairs team and promote an inclusive, safe and values driven culture.
- Provide strategic advice to the CEO, Executive Leadership Team and Board on communications, stakeholder engagement, government relations and reputational matters.

- Lead ANSTO's engagement with Ministers, government departments, agencies, parliamentary committees and key policymakers.
- Lead strategic engagement with international agencies, government bodies and research organisations and support ANSTO's participation in international forums, partnerships and cooperative programs.
- Oversee preparation of ministerial correspondence, submissions, briefing materials and parliamentary documentation.
- Identify emerging policy issues and advocate for outcomes that support ANSTO's strategic priorities.
- Develop and oversee integrated internal and external communication strategies, ensuring consistency of messaging amongst stakeholder groups.
- Protect and enhance ANSTO's corporate reputation and brand.
- Lead media engagement activities and ensure proactive and effective communication of ANSTO's achievements, priorities and responses to emerging issues.
- Oversee digital communications channels, publications, speeches, reports and executive communications.
- Lead ANSTO's community engagement strategy and outreach programs.
- Ensure robust communication frameworks are maintained to support business continuity and emergency management requirements.
- Build organisational capability in communication, stakeholder engagement and strategic influence.

### Key Challenges

- Manage high-profile issues that may impact ANSTO's reputation, operations or stakeholder confidence.
- Supporting initiatives that strengthen public understanding and confidence in nuclear science and technology.
- Oversee stakeholder consultation activities relating to major projects and organisational initiatives.
- Develop and implement initiatives that strengthen ANSTO's position as Australia's trusted authority in nuclear science and technology.
- Build on ANSTO's existing networks domestically and internationally to ensure that ANSTO is ahead of emerging issues to the greatest practicable opportunity
- Exercise sound judgement in complex and sensitive environments.

### KEY RELATIONSHIPS

| Who                                       | Purpose                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Internal</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| CEO, Executives, Board and Senior Leaders | <ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to executive decision-making processes, strategic planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Undertake research to assist in the identification of gaps, issues and potential solutions required to address ANSTO's strategic objectives.</li> </ul> |
| Direct Reports                            | <ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</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> </ul>                                                          |
| Work area team members                    | <ul style="list-style-type: none"> <li>• Provide expert advice, direction and analysis on a full range of matters</li> <li>• Lead group, planning and goal setting and policy and procedures</li> </ul>                                                                                                                                                                                                              |

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|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                  | <ul style="list-style-type: none"> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>                                                                                                                                                                                                               |
| ANSTO operational, research and business units and the ANSTO employee group overall              | <ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Develop and maintain collaborative relationships</li> </ul>                                                                                                                                                                     |
|                                                                                                  | •                                                                                                                                                                                                                                                                                                                                                 |
| <b>External</b>                                                                                  |                                                                                                                                                                                                                                                                                                                                                   |
| Government and departments: international, federal, state and local; IAEA and other stakeholders | <ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships and networks</li> <li>• Actively contribute and represent ANSTO and the Australian Government position</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Liaise with agencies and departments on behalf of ANSTO</li> </ul> |

## POSITION DIMENSIONS

| <b>Staff Data</b> |                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reporting Line    | Currently reports to the Chief Financial Officer                                                                                                                                                                                                                                                                                                                      |
| Direct Reports    | Senior Manager Government Affairs<br>Senior Manager International Affairs<br>Senior Manager, Internal Communications<br>Senior Science Communications Manager<br>Senior Manager Digital, Communications and Sponsorship<br>National Education and Engagement Manager<br>Media Affairs Manager<br>Communications Advisor<br>Counsellor Vienna<br>Lead Graphic Designer |
| Indirect Reports  | ~ 25                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Special / Physical Requirements</b> |                                                                                                                                                                         |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location:                              | Lucas Heights<br>Working in different areas of designated site/campus as needed                                                                                         |
| Travel:                                | May be required to travel to ANSTO sites from time to time<br>May be required to travel internationally and nationally                                                  |
| Physical:                              | Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)<br>Public speaking |
| Hours:                                 | Willingness to work extended and varied hours based on operational requirements                                                                                         |
| Clearance requirements:                | Satisfy ANSTO Security and Medical clearance requirements<br>Obtain and maintain appropriate federal government clearance                                               |

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Extensive senior leadership experience leading communications, public affairs, government relations or corporate affairs functions within a complex, highly regulated environment.
2. Demonstrated success in building and protecting organisational reputation.
3. Experience engaging with Ministers Offices, senior government officials, regulators and public sector stakeholders.
4. Exceptional strategic communication and stakeholder management skills.
5. Proven capability in crisis communication and issues management.
6. Experience advising CEOs, Boards and Executive Leadership Teams.
7. Experience leading high performing corporate affairs teams.
8. Outstanding written, verbal and interpersonal communication skills.
9. Ability to manage sensitive, complex and politically significant matters with sound judgement and discretion.