

POSITION DESCRIPTION

Position Title:	WHS Management Systems Coordinator
Cluster / Business Unit / Division	Nuclear Operations Safety & Security > High Reliability
Section or Unit:	Safety Interoperability
Classification:	Band 5/6
Job Family:	Compliance & Regulation
Position Description Number:	PD-2649
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Science

POSITION PURPOSE

The WHS Management Systems Coordinator supports the development, maintenance and implementation of the ANSTO Work Health and Safety Management System to comply with ANSTOs legal and other compliance requirements, including certification to ISO45001: Occupational Health and Safety Management Systems, and related safety functions.

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.

Nuclear Operations, Safety and Security incorporates High Reliability (Safety), Nuclear Security, Nuclear Operations and Safeguards and the Nuclear Stewardship science and technology platform. The Group provides critical enabling functions for ANSTO ensuring operational compliance for a range of regulators as well providing mandated services to federal and state government departments and agencies

ANSTO is committed to delivering excellence in safety performance based on ANSTO's core values. The High Reliability team is comprised of professionals that provide trusted advice and services for WHS, Radiation Protection, Occupational Health and Emergency Preparedness and Response, to both internal and external stakeholders, to ensure the ongoing safety of our people and maintain ANSTOs reputation for safe secure sustainable operations in line with regulatory requirements, community expectations and continuous improvement for best practice.

The Safety Interoperability Team are subject matter experts that deliver sustainable organisational compliance and competence against high risk activities in a diverse and complex organisation through systems, audits, training and competence with integrity of what we deliver based on data from analytics and incident/ audit outcomes

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

To support ANSTO's strategic objectives to act as Australia's source of nuclear expertise, advice and services to governments, academia, industry and community, this role has the following key accountabilities:

Linked role Band 5

- Support the preparation of documents in the ANSTO Work Health and Safety Management System (WHS MS) in accordance with WHS, ARPANSA and other relevant legislative and compliance requirements to achieve best safety practice.
- Assist the review and update of safety training materials to reflect current Work Health & Safety Management System and updates as they occur.
- Prepare written advice and briefing papers to the High Reliability Management Team regarding changes to legislative and compliance requirements that may present emerging risks to ANSTO and the WHS MS, to make recommendations to address these risks.
- Support the implementation of ANSTOs Safety Consultation Framework.
- Support the High Reliability Document Control specialist for Group Business Management Systems.
- Prepare communications to support safety awareness via the Intranet, Safe Secure Sustainable Focus, Safety Alerts and other media as required to ensure relevant information is shared across ANSTO for best safety practice.
- Build and maintain working relationships in a collaborative way with High Reliability, Regulatory and Governance functions, Comcare, ARPANSA, and other networks for WHS and radiological safety.
- Support the development and implementation of effective control plans in partnership with operational teams, setting the direction of Safety for work groups. Ensure regular evaluation and monitoring to control the risk of injury and illness to workers.
- Support delivery of in-house safety related training, as required.
- Conduct moderate safety impact incident investigations as an independent subject matter expert to ensure causes are identified and compile reports with appropriate recommendations to address WHS issues identified to prevent recurrence;
- Conduct ANSTO management system audits (MSA), to ensure the ANSTO Work Health and Safety Management System meets its legislative and compliance requirements, and identify opportunities for improvement.
- Respond to incident and/ or audit findings to incorporate lessons learned and best practice into ANSTOs WHS MS.
- Support targeted WHS projects aimed at maintaining and improving ANSTO's safety performance and culture;
- Fulfil WHS responsibilities as specified in AG-2362 of the ANSTO WHS MS.
- Undertake additional duties as required and during period of leave of other staff.

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

- Developing documents in the ANSTO Work Health and Safety Management System (WHS MS) in accordance with WHS, ARPANSA and other relevant legislative and compliance requirements to achieve best safety practice.
- Implement and enhance ANSTOs Safety Consultation Framework.
- Conduct High Reliability Document Control process for Group Business Management Systems.
- Enhance safety culture with a focus on continuous improvement in safety performance and WHS awareness.
- Lead moderate safety impact incident investigations as an independent subject matter expert to ensure causes are identified and compile reports with appropriate recommendations to address WHS issues identified to prevent recurrence;
- Lead ANSTO management system audits (MSA), to ensure the ANSTO Work Health and Safety Management System meets its legislative and compliance requirements, and identify opportunities for improvement.
- Lead targeted WHS projects aimed at improving ANSTO's safety performance and culture.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position will work with the Manager WHS Management Systems and Senior Manager Safety Interoperability in determining how to achieve objectives.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice 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 ANSTO values, organisational corporate plan, business plan, the High Reliability Work Health and Safety strategy, WHS strategic operational objectives, and High Reliability business management systems provide the context of the position;
- The position determines key work priorities within the context of agreed work plans and will consult with the Manager Safety Management Systems and the Senior Manager Safety Interoperability on complex, sensitive and major issues that have a significant impact on ANSTO, the WHS MS or the High Reliability team;
- 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).

Additional Decision Making Band 6

- Provide mentorship and leadership and be capable of acting in the position of Manager WHS Management Systems as required.
- Respectful challenge of WHS practices based on research evidence and best practice.

Key Challenges

The major challenges for this position include:

- Maintaining WHS expertise through keeping up to date with current technology and best practice in WHS, including establishing and fostering professional networks in order to access and share information;
- Obtaining acceptance and buy in from stakeholders, via consultation, with diverse scientific, engineering and changing operational priorities;
- Effectively manage competing organisational priorities that are generated from a dynamic operational environment, demonstrating persistence and resilience in resolving difficult issues.
- Managing stakeholder perceptions, expectations and understanding of the process while upholding legislative requirements and the integrity of the ANSTO WHS MS.
- Influencing various work groups across ANSTO to develop and implement safety best practice.
- Enhancing work health and safety capabilities within ANSTO, nationally and internationally.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager & Senior Manager	• Receive guidance and direction • Negotiate and report on work deliverables, time lines and priorities consistent with plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Safety Interoperability team members	• Provide advice and analysis on work health and safety related matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability

High Reliability	- Collaborate with the High Reliability team to assist maintenance of the High Reliability Business Management System; - Collaborate with Subject Matter Experts across ANSTO who provide specialist resources. Eg: RPS, WHS, HHM and Health Centre (and others as required);
Health & Safety Representatives	- Provide coaching and support - Collaborate and consult with ANSTO elected HSRs - Negotiate and resolve conflicts
ANSTO Subject Matter Experts	- Collaborate with Subject Matter Experts across ANSTO who provide specialist resources. Eg: RPS, WHS, AME, Enterprise Risk and Regulatory and Governance Teams (and others as required); - Negotiate and resolve conflicts.
Committees and Working Groups	- Provide WHS Management System expertise - Maintain collaborative relationships - Represent the position of the Group
Other stakeholders	- Provide WHS advice and analysis on a range of matters pertaining to WHS; - Encourage and contribute to group decision making processes, planning and goals; - Negotiate and resolve conflicts.

External	
Regulators	Provide evidence to demonstrate ANSTO's compliance with legislation, and other compliance requirements;
Certifying Body	Provide evidence to demonstrate ANSTO's compliance with ISO45001 in support of ongoing certification for the organisation;
National and International Professional Societies	Participate in professional societies to help disseminate best practices to other relevant organisations and promote ANSTO as the Australian centre of excellence for WHS.
Key forums	Represent ANSTO at the local, state, national and international level at meetings as required.
Key Stakeholders	Collaborate and work closely with key agencies and stakeholders.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager, Work Health & Safety Management Systems
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:	Primarily Lucas Heights Campus Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Occasional travel to ANSTO sites within Australia Occasional travel both internationally and nationally
Physical:	Mostly office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Occasional standing for long periods Occasional working in a loud environment Public speaking Occasional wearing personal protective equipment for the handling of hazardous and/or radioactive materials Occasional working in confined space environment including wearing respiratory equipment
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods May be required to participate on an on-call roster
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements
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 Manager, Work Health and Safety Management Systems and General Manager High Reliability.

Workplace Health & Safety

Specific role/s as specified in <u>AP- 2362</u> 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

Band 5	Band 6
Tertiary qualification in WHS / OHS (Preferred), Occupational Hygiene, Radiation Protection, Engineering, Quality Management or relevant equivalent discipline or experience.	Degree qualification (or equivalent experience) in WHS/ Occupational Hygiene or Radiation protection
Certificate IV in Workplace training & Assessment – desirable.	Same as Band 5.

Practical experience as a client focussed professional preferably in a high hazard environment.	Extensive experience as a client focussed safety professional in a high hazard environment.
Eligible to be a member of the Australian Institute of Health and Safety (AIHS).	Member of the Australian Institute of Health and Safety (AIHS).
Ability to provide WHS advice and support based on legislation and best practice.	Demonstrated experience in providing practical WHS advice, support and solutions and continuous improvement initiatives based on applicable legislation and best practice.
Ability to learn and apply ANSTO systems and processes related to work health and safety. Approach all activities with a learning mindset.	Practically apply in a collaborative manner ANSTO systems and processes related to work health and safety. Approach all activities with a learning mindset.
Ability to provide conventional, industrial and research safety advice to ANSTO work groups.	Demonstrated ability and capacity to provide safety advice, adapt and exhibit resilience to the unique challenges presented by ANSTO as an industry and leader in the research nuclear and medical sector.
Strong written communication skills. Ability to clearly enunciate complex and diverse compliance requirements to a varied audience.	Excellent communication and interpersonal skills with demonstrated ability in managing effective relationships with key stakeholders and clients in a complex and diverse environment with the ability to influence and inspire change.
Strong attention to detail and responsive, proactive attitude with the ability to work autonomously and collaborate within a team.	Same as Band 5.
Analytical and problem solving skills with the capacity to resolve issues and achieve successful outcomes.	Highly developed analytical and problem solving skills with the capacity to resolve complex issues and achieve successful outcomes.
Auditor qualifications and relevant experience. E.g., ISO9001/ ISO45001 (desirable)	Lead Auditor qualifications and demonstrated experience. E.g., ISO9001/ ISO45001
Proven time management skills displaying planning, organisational and problem solving abilities to produce positive results.	Proven project and time management skills with ability to deliver required outcomes for organisation with positive results. Demonstrated leadership in WHS related projects.

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:	Shelley Levy	Name:	Karen Wolfe
Title:	Manager, Work Health and Safety Management Systems	Title:	General Manager, High Reliability
Signature:		Signature:	
Date:		Date:	

**WHS Systems Coordinator (PD-2649)
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
Creating and implementing methods, techniques, and products to improve work practices, processes and systems related to the ANSTO Work Health & Safety Management System.	Yes No
Autonomous end to end preparation of WHS MS documentation and management in accordance with the Document Control Processes, in accordance with WHS, ARPANSA and other relevant legislative and compliance requirements to achieve best safety practice.	Yes No
Successful completion of recognised Investigation Methodology training and lead incident investigation as an independent subject matter expert. Preparation of investigation report identifying root and contributing causes of the incident and recommendations to address WHS issues identified to prevent recurrence.	Yes No
Successful completion of lead auditor training and evidence of leading ANSTO Management System Audits.	Yes No
Maintaining knowledge of industry best practice and technology developments. This can include representing the organisation as a subject matter expert at national and international forums.	Yes No

Demonstrated ability to independently, competently and responsibly perform Band 6 accountabilities and apply required knowledge, skills and experience for the Band 6 position including:	
Developing documents in the ANSTO Work Health and Safety Management System (WHS MS) in accordance with WHS, ARPANSA and other relevant legislative and compliance requirements to achieve best safety practice.	Yes No
Implement and enhance ANSTOs Safety Consultation Framework.	Yes No
Conduct High Reliability Document Control process for Group Business Management Systems.	Yes No
Enhance safety culture with a focus on continuous improvement in safety performance and WHS awareness.	Yes No
Lead moderate safety impact incident investigations as an independent subject matter expert to ensure causes are identified and compile reports with appropriate recommendations to address WHS issues identified to prevent recurrence;	Yes No
Lead ANSTO management system audits (MSA), to ensure the ANSTO Work Health and Safety Management System meets its legislative and compliance requirements, and identify opportunities for improvement.	Yes No
Lead targeted WHS projects aimed at improving ANSTO's safety performance and culture.	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-2649 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 I have reviewed all information and approve transition from Band 5 to Band 6.

Name & Title:			
Signature:		Date:	
Effective date of transition:			