

POSITION DESCRIPTION

Position Title:	Executive Officer
Cluster / Business Unit / Division	Any
Section or Unit:	Executive Office
Classification:	Band 8
Job Family:	Business and Operational Management
Position Description Number:	PD-2609
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Executive Officer is a strategic partner to the Group Executive in the successful execution of ANSTO's vision and strategy. The position provides high-level administrative and strategic support to the Group Executive, managing communications, projects and complex issues to achieve organisational priorities.

The Executive Officer will represent the Group Executive as required, be a visible change agent and support senior leaders in embedding required changes. The position plays a critical role in collaborating and coordinating across ANSTO, establishing and maintaining effective governance arrangements and in managing projects.

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.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide expert and authoritative analysis, advice and support to the Group Executive and senior leaders on a broad range of high-level strategic, operational and sensitive issues;
- Manage and implement projects as required, ensuring the achievement of project outcomes while fostering high levels of collaboration and supporting the management and impact of any required change;
- Research and prepare strategic advice, information and reports on diverse and complex matters, ensuring the Group Executive is appropriately briefed and advised in a timely manner;
- Prepare, manage and review high level communications and correspondence including briefings, reports, presentations, submissions and other documents, ensuring the comprehensiveness, accuracy and timeliness of information;
- Act as the Group Executive point of contact, liaise with stakeholders, action requests to co-ordinate communication, and proactively ensure tasks meet deadlines;
- Support the Group Executive in preparing for the Board reporting cycle including preparation and review of board reports and presentations;
- Contribute to the development and implementation of the Group's strategic and business plans. Monitor planning activities, such as the Group's budget, including labour and ASL and processes to ensure that milestones and reporting requirements are satisfied;

- Be a visible change agent and support senior leaders in embedding the operational model and during periods of significant cultural and organisational change;
- Establish and maintain effective governance arrangements for meetings, including Committees.
- Undertake additional duties as required.

Decision Making

- The position works within the broadly defined outcomes of the Group and within a framework of legislation, policies, professional standards and resource parameters.
- The ANSTO values, organisational corporate plan, the Group's strategy and business plans provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Group Executive 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.
- Determine key work priorities within the context of agreed work plans and will consult with the Group Executive on complex, sensitive and political issues that have a significant impact on the organisation's functions.
- 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

- Identifying, analysing and communicating pertinent and complex contextual issues, competing interests and priorities to ensure that the Group Executive is fully informed;
- Brokering joint action and consensus across multiple stakeholders in an environment of finite resources, time constraints, competing priorities and in the absence of direct reporting relationships.
- Anticipating and addressing contentious issues and providing accurate advice on complex issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources, whilst maintaining confidentiality and exercising diplomacy;

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive	• Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Manage priorities, needs and expectations • Identify and/or escalate priorities and determine appropriate decision-making protocols
The Group's Leadership Team	• Establish and maintain collaborative relationships and communication channels to facilitate the flow of information • Provide expert advice and analysis on a full range of matters • Collaborate on common responses to emerging and/or developing issues • Develop co-operation and support required to liaise on behalf of the Group Executive to facilitate interventions, and to negotiate and influence in pursuit of specific objectives and outcome timeframes • Contribute to executive decision-making processes, strategic planning and goals

Administration staff within Office of Group Executive	• 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 influence the resolution of conflicts
ANSTO Executives & internal key stakeholders	• Establish and maintain collaborative relationships to facilitate a consistent and timely management response to organisational challenges across ANSTO • Liaise across ANSTO on a range of issues on behalf of the Group Executive, ensuring an open and proactive flow of communication and management information
Office of the CEO, ANSTO Company Secretary	• Establish and maintain collaborative relationships • Share ideas, learning and facilitate information transfer • Co-ordinate preparation of board papers • Collaborate on common responses to emerging and/or developing issues
External	
Stakeholders	• Facilitate communication and interaction with external stakeholders including international science agencies, collaborators, industry and research partners, government, industry or universities.

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Group Executive
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements

Location:	Lucas Heights or Clayton Working in different areas of designated site/campus as needed
Travel:	May be required to 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:	May be required to work in radiation areas under tightly regulated conditions.
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance if required

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 Group Executive / General Manager Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualifications at degree level or higher in a relevant discipline or demonstrated equivalent experience in business operations or executive support.
2. Extensive subject matter knowledge related to the operation of the Group being supported, and/or extensive experience at a similar level supporting an executive leader in a complex organisation. Demonstrated ability to exercise sound judgement within that subject matter expertise.
3. Maintain high levels of discretion and confidentiality, particularly in matters of high sensitivity, strict confidentiality and/or potential controversy.
4. Experience providing high level strategic and tactical advice, operational and project support including demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions in an innovative and resourceful manner
5. Highly developed organisational skills and the capacity to effectively manage a large volume of work in a high-pressure environment with an outstanding degree of accuracy.
6. Ability to think strategically, handle ambiguity and prioritise work in a fast-paced environment.
7. Experience in applying effective change and project planning, coordination and control methods.
8. Superior written and verbal communication, including translating technical and complex information concisely for diverse audiences, superior interpersonal, consultation and negotiation skills.
9. Demonstrated ability to develop and maintain effective networks, alliances and operational relationships with internal and external stakeholders.

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:	Shaun Jenkinson
Title:		Title:	Chief Executive Officer
Signature:		Signature:	
Date:		Date:	