Australian Government

ANSTO
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POSITION DESCRIPTION

Position Title:	Manager Nuclear-Powered Submarine Working Group
Cluster / Business Unit / Division	Nuclear Operations, Safety & Security
Section or Unit:	NPS Working Group
Classification:	Band 8
Job Family:	Project and Program
Position Description Number:	PD-2317
Work Contract Type:	Professional
NON-STEMM	NON-STEMM

POSITION PURPOSE

The Manager Nuclear-Powered Submarine Working Group is responsible for the effective and efficient operation of the ANSTO Nuclear-Powered Submarine Working Group (NPS WG) based at Lucas Heights. The role closely supports the Group Executive Nuclear Operations, Safety and Security and can be delegated to act as required.–The role manages the ANSTO Senior Adviser(s)/Liaison Officer(s) and applies extensive experience in government and international liaison as well as deep knowledge of nuclear operations to make independent decisions regarding management of NPS WG work-flow, the preparation of detailed expert advice, and stakeholder engagement including with senior Government representatives.

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.

On 14 March 2023, the Prime Minister of Australia announced the optimal pathway for Australia to obtain a nuclear-powered submarine capability. This followed an 18-month process to develop this optimal pathway by the Nuclear-Powered Submarine Taskforce (NPSTF). ANSTO closely supported that process through establishment of a NPS WG to share its 70 years of experience in nuclear stewardship. This support of ANSTO will continue as the NPSTF transfers to the new NPS Entity.

Responsibility for managing the overarching relationship with government and associated opportunities for ANSTO related to AUKUS has been delegated to the Group Executive Nuclear Operations, Safety and Security (NOSS) by the ANSTO Chief Executive Officer (CEO).

The NOSS Group provides services, programs, and training to a broad range of Australian national security agencies and is deeply engaged with Departments of Defence, Foreign Affairs and Trade and Home Affairs. Within NOSS, a Working Group comprising subject matter experts from multiple business units across ANSTO has been established to support the NPS Entity. The role of Manager NPS Working Group is located within the ANSTO NPS Working Group.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Applying extensive experience in government and international liaison as well as deep knowledge of nuclear operations develop and implement work plans to ensure the NPS WG delivers outcomes that support the NPS Entity to achieve its objectives.

- Manage and deliver a range of products for the NPS Entity including but not limited to: delivery of partner visits; briefings and presentations; technical reports on areas of expertise; and other work packages as required.
- Utilising extensive knowledge and experience, develop proposals and strategies to ensure ANSTO's ongoing role in the NPS program. These documents will consider the impact(s) of the emerging NPS program on ANSTO's mission and business, potential need for change within ANSTO, and opportunities for growth at ANSTO.
- Manage the NPS WG project including preparation of NPS WG Business plans, financial management including monthly forecasting and reporting to GE NOSS as required.
- Manage the ANSTO Senior Advisor(s) and Liaison Officer(s) embedded in the national NPS Program, including guidance on effective relationships management and direction of tasks required to meet objectives.
- Provide a point of contact for any liaison staff that the NPS Entity may embed within ANSTO if required.
- Deliver complex and detailed responses to NPS Entity requests through effective and efficient communication and interaction amongst the NPS WG and other ANSTO staff as required.
- Provide detailed subject matter expertise and advice related to ANSTO and nuclear stewardship when appropriate.
- Ensure efficient and effective liaison and identification of requests for information and advice, detailing the necessary context for that advice, and ensuring information is captured and channelled to ANSTO.
- Identify and guide the effort to be delivered by a broad range of ANSTO Subject Matter Experts (SMEs) to meet the requests and needs of the NPS Entity and inform planning by ANSTO to ensure availability of the SMEs.
- Decide the scope of work related to requests for information from the NPS Entity and provide the two-way communication between the NPS Entity and Lucas Heights to ensure accurate and appropriate responses are delivered to the NPS Entity.
- Undertake additional duties as required from time to time to support the work of the NPS WG.

Decision Making

The position independently determines key work priorities for the NPS WG within the context of agreed work plans and will consult with ANSTO senior management on complex, sensitive and major issues that have a significant impact on the ANSTO and the NPS Entity relationship.

The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position.

The position provides expert and authoritative direct advice to ANSTO senior management on matters associated with the NPS WG support to the NPS Entity.

The position is required to exercise judgement on the way urgent complex matters are to be managed or on the strategies to be adopted and is fully and individually accountable for the quality and validity of advice provided.

The position works within a framework of legislation, policies, professional standards and resource parameters within ANSTO, Defence and a range of other Government Departments and Agencies. Within this framework, the position has independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.

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

- The role enables the ANSTO WG to support the NPS Entity and as such will be subject to a dynamic work need, changing priorities and externally driven deadlines. This will include day-to-day work within both unclassified and classified environments and associated systems requiring a national security clearance.
- Potential for conflicts associated with delivery of competing tasking requests.
- The role will be expected to efficiently co-ordinate and manage ANSTO resources across a wide range of areas and effectively communicate across a wide range of levels within ANSTO.
- Exercising soft/indirect management skills with a wide variety of ANSTO stakeholders to implement NPS WG objectives.
- Stay abreast of issues and developments, related to Australian Government policy positions and international developments, and how they may affect ANSTO and its support of the AUKUS program.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive NOSS	• Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Recommend and gain endorsement for action plans and other initiatives that support ANSTO NPS WG to meet NPS Entity objectives •
ANSTO Senior Advisers/Liaison Officers	• Manage planning and goals • Provide expert advice and analysis on relevant matters
NPS Working Group Members	• Brief and co-ordinate NPS WG members • Direct workflow among NPS WG members ensuring timely and high-quality delivery of tasks
Other ANSTO departments	• Consult as required to achieve objectives of the NPS WG • Provide expert advice and analysis on matters associated with the AUKUS program
External	
Nuclear-Powered Submarine Entity	• Maintain productive relationships to implement ANSTO strategic objectives
AUKUS partner organisations	• Working under NPS Entity direction, maintain productive relationships to implement ANSTO strategic objectives
Other Government departments and agencies	• Maintain productive relationships to implement ANSTO strategic objectives
International organisations	• Maintain productive relationships to implement ANSTO strategic objectives

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Group Executive NOSS
Direct Reports	ANSTO Senior Advisor(s)/Liaison Officers (two to four)
Indirect Reports	NPS WG (approx. 15 FTE)

Financial Data (2023-2025)

Revenue / Grants	$10.6M
Operating Budget	$10.6M
Staffing Budget	N/A
Capital Budget	$0
Assets	N/A

Special / Physical Requirements	
Location:	Lucas Heights
Travel:	May be required to travel both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Classified working space
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 of the NPS WG to meet NPS Entity needs.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Maintain national security clearance NV2 or higher

Workplace Health & Safety	
Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher in relevant science, legal or other discipline.
2. Extensive experience in the nuclear industry and knowledge of nuclear fuel cycle activities.
3. Extensive experience in collaborating and managing relationships with a wide range of internal stakeholders and subject matter experts to ensure effective outcomes.
4. Extensive experience liaising and managing relationships across Australian government agencies and international organisations.
5. Extensive experience efficiently scoping and preparing briefings and advice for stakeholders.
6. Highly developed communication, influencing and interpersonal skills including demonstrated ability to understand and communicate technical information to a non-technical audience.
7. A thorough understanding of ANSTO's and international approaches to the planning, operation, application, management, and leadership of nuclear facilities and technologies that ensures the required level of nuclear safety, security, safeguards, and sustainability are achieved.
8. Strong sense of urgency, ability to manage and meet deadlines while balancing workload and stakeholder expectations.
9. Demonstrated sound judgment, professional etiquette, and problem-solving ability.

VERIFICATION

Line Manager		Delegated Authority
Name:	Miles Apperley	Name: Miles Apperley
Title:	Group Executive NOSS	Title: Group Executive NOSS
Signature:		Signature:
Date:	15 September 2026	Date: 15 September 2026

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour