

POSITION DESCRIPTION

Position Title:	Senior Manager, Synchrotron Operations
Cluster / Business Unit / Division	Nuclear Science and Technology
Section or Unit:	Australian Synchrotron
Classification:	Band 9
Job Family:	Operations
Position Description Number:	PD-1821
Work Contract Type:	Manager
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of this role is to provide excellent operational outcomes for the Australian Synchrotron including day to day operational advice and support to the Director and assistance with key initiatives to achieve the strategic goals of the facility. The role oversees interactions with ANSTO's enabling functions and the execution of annual operations plans and management of related budgets. The role provides high level leadership to the Accelerator Science, Accelerator Operations, Safety, Quality and Risk Management Groups and has dotted line responsibilities for IT services, the User Office, Security, Stores and the Synchrotron Café. The role is part of the Australian Synchrotron Management Team.

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.

The Australian Synchrotron sits within ANSTO's Nuclear Science & Technology (NST) Group and operates alongside other nationally significant research infrastructure, ANSTO's Research and Technology Groups, and works with the NST Project Management Office, as well as NST Stakeholder & Support Services. The Nuclear Science & Technology (NST) Group conducts research and develops new research capabilities for the benefit of Australia and our international partners.

The Australian Synchrotron is a landmark research facility that delivers world-class synchrotron science for Australian and international Users. The facility operates a 3 GeV electron accelerator and storage ring that delivers synchrotron light to beamlines that enables research to be undertaken in fields including health and medical, food, environment, biotechnology, nanotechnology, energy, mining, agriculture, advanced materials, cultural heritage, and archaeological research. The User program manages more than 6,000 researcher visits annually from academia, government research departments, museums, art galleries, publicly funded research agencies, medical research institutes, hospitals, and a wide range of industry sectors. The facility promotes international collaboration to enable leading-edge research and development and is a hub for research that greatly benefits Australia and its regional neighbours.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide strategic advice and operational leadership to the Director, the Synchrotron Management Team, contributing to the development and execution of the facility's strategic priorities and ensuring alignment between the long-term objectives of ANSTO and the Australian Synchrotron

- Lead the Accelerator Science, Accelerator Operations, Safety, Quality and Risk functions, fostering a high-performance culture through effective leadership, capability development, succession planning and continuous improvement.
- Provide leadership and oversight to ensure excellence in the safe reliable and efficient operation of the Australian Synchrotron, maintaining world-class performance standards and delivering organisational objectives, business plan outcomes, key performance targets and stakeholder commitments.
- Contribute to the development and implementation of the annual Business Plan, Asset Management Plan, Operating Budget, and Operating Schedule for the Australian Synchrotron.
- Contribute to the Australian Synchrotron Capital Plan and adopt the Business Owner and/or Sponsor role for capital projects that fall within the Operations portfolio.
- Provide leadership and commitment to achieving excellence by encouraging continuous learning, knowledge sharing and fostering an environment for creativity and innovation, to ensure that the facility stays at a world-class or world-leading standard.
- Provide strategic oversight of enabling services including IT, safety, security and site support functions, ensuring integrated service delivery and effective management of operational, compliance and risk obligations across the Australian Synchrotron
- Ensure that the Australian Synchrotron maintains certification to the ISO international management system standards for Safety, Quality and Environment, as well as ensuring that the facility complies with all mandatory requirements from ANSTO's regulators.
- Oversee the Business Continuity Planning and Risk Management functions for the synchrotron, ensuring compliance with ANSTO requirements.
- Undertake Operational, Safety, or HR investigations as required.
- Assist with coherent planning to securing funding and new capabilities for the development of synchrotron research capabilities in Australia.
- Reinforce the values of Australian Synchrotron within the organisation and lead a commitment to improving the effectiveness and wellbeing of staff at work.
- Build and strengthen national and international networks, to ensure the Australian Synchrotron ranks amongst the best synchrotron facilities in the world.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

This role makes decisions related to:

- Long term strategy and Operational KPI's for the Accelerator Science, Accelerator Operations, Safety, Quality & Risk Teams
- Management of non-technical issues for direct and dotted line reports
- Matters relating to execution of delegated integration activities
- Operational budgeted expenditures as per the ANSTO Delegations Manual
- Day to Day operational matters relating to resources, proposals, new initiatives, projects, priorities, budgets, timelines etc. within the areas of responsibility that may be escalated to the role.
- Development opportunities and training for direct reports
- Performance related matters
- 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

- High level of stakeholder reporting and managing stakeholder expectations whilst considering the deliverables against the effort involved.
- Maintaining effective working relationships across a broad range of internal stakeholders.
- Ensuring compliance with internal and external requirements across multiple business areas.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Director, Australian Synchrotron	• Multiple times per week for discussions on operational and strategic matters affecting the business
Synchrotron Senior Management Team	• Fortnightly and as required to provide collective leadership and facility-wide decision-making, ensuring consistent management practices, alignment of strategic priorities, and delivery of organisational outcomes across the Australian Synchrotron. • Collaborates with fellow Senior Managers to address cross-functional issues, share accountability for organisational performance, and promote decisions that are in the best interests of the Australian Synchrotron as a whole.
Head of Science	• Frequent discussion on operational support matters
WHS Committee	• Monthly to maintain oversight and review of safety matters
Operations Manager/Project Office/Governance Group (PGG)	• As required for the delivery of the capital works program
WHS, Radiation Safety, Environmental Sustainability and Emergency Planning Committees	• As a senior management representative on these committees
Radiation Safety Assurance Committee	• Monthly as a senior management representative
Environmental Sustainability Committee	• Bi-Monthly as a senior management representative
ANSTO Finance and Procurement Team	• As required in relation to dealing with on the ground issues relating to the Synchrotron finance, procurement and stores functions. Advising on implementation of ANSTO Lucas Heights policies and processes at the Australian Synchrotron.
ANSTO HR Team	• As required in relation to dealing with the on the ground issues relating to the Synchrotron HR function. Advising on implementation of ANSTO Lucas Heights policies and processes at the Australian Synchrotron.
IT Team	• As required to ensure efficient and timely IT services are provided to meet the needs of the Australian Synchrotron.
ANSTO Safety Team	• As required to deal with safety issues and policy initiatives
ANSTO Regulatory & Compliance Team	• As required to deal with license issues and applications and compliance enforcement.
ANSTO Security Team	• As required to deal with security issues, policy initiatives and compliance.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Director, Australian Synchrotron

Direct Reports	This role is responsible for the management of several roles including the managers of the Accelerator Science and Accelerator Operations teams and the Quality & Risk Manager. The role also has dotted line management of the Safety Team (Clayton) and User Officer (Vic) who directly report to managers at Lucas Heights.
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Financial Data (2026-2027)

Revenue / Grants	Nil
Operating Budget	Regularly approves contracts up to Band 9 delegations.
Staffing Budget	\$3 million in salary and wages under line management.
Capital Budget	Regularly performs Project Sponsor Role for projects up to ~\$2-3 million.
Assets	Responsible for Department Asset Ownership of Australian Synchrotron Accelerator Systems: ~\$40 million in asset value.

Special / Physical Requirements

Location:	Clayton 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:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Labour intensive physical requirements (sitting, standing, frequent manual handling up to 20kg) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated 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 will be required on an occasional basis After hours work may be required for short and infrequent periods May be required to participate on an on-call roster 24x7x365
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors 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

1. Tertiary Degree in an Engineering or Science discipline with a post-graduate business qualification.

2. Extensive and well-rounded, high-level leadership skills with a focus on leading multiple stakeholder groups
3. High-level knowledge and experience in the senior operational and administration functions of a specialist facility with at least 3+ years of management experience across Engineering, IT or Corporate Services functions.
4. Knowledge and understanding of the content and interactions in synchrotron science from a global perspective.
5. Substantial project or operational management experience
6. High level strategic thinking and the ability to provide appropriate and consistent operational advice to senior managers.
7. Demonstrated ability to collaborate and the capacity to contribute to and drive continuous improvement efforts.
8. Personal commitment to safety practices.
9. Demonstrated high level communication, networking and influencing and relationship building skills

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:	Mike James	Name:	Mike James
Title:	Director, Australian Synchrotron	Title:	Director, Australian Synchrotron
Signature:		Signature:	
Date:		Date:	