Australian Government

ANSTO
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POSITION DESCRIPTION

Position Title:	Emergency Preparedness Technical Officer
Cluster / Business Unit / Division	Nuclear Operations, Safety and Security (NOSS) / High Reliability
Section or Unit:	Preparedness Response and Collaboration (PRC)
Classification:	Band 5/6 (Linked)
Job Family:	Operations
Position Description Number:	PD-2679
Work Contract Type:	Technical
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The Emergency Preparedness Technical Officer strengthens ANSTO's operational readiness by maintaining and improving emergency plans, procedures, equipment, training and records. The position coordinates preparedness activities with internal stakeholders and external response agencies and provides technical support for ANSTO's emergency arrangements.

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 Reactor Operations, Waste Management Services, High Reliability (Safety), Nuclear Security 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 as 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 who provide WHS, Radiation Protection, Occupational Health and Emergency subject matter expertise and services to the organisation and our external stakeholders to ensure the ongoing safety of our people and maintain ANSTO's reputation for safe, secure, sustainable operations in line with regulatory requirement, community expectation and continuous improvement to a best-practice standard.

High Reliability ensures coordinated and adequate preparations, procedures, people and equipment are in place to effectively and safely support all ANSTO planned and emergency situations, and support radiological or nuclear events anywhere in NSW, Australia or internationally as outlined in local, state and federal plans and arrangements.

The Emergency Preparedness Technical Officer reports to the Leader, Emergency Operations and works within the Preparedness Response and Collaboration team. The position works across ANSTO and with external agencies to support an all-hazards approach based on prevention, preparedness, response and recovery principles. Its work strengthens organisational resilience and supports alignment between ANSTO's emergency arrangements and relevant government plans and response agencies.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities Band 5

- Under limited direction, apply emergency management knowledge and technical judgement to maintain and improve ANSTO's emergency preparedness and response capability, consulting subject matter experts on complex matters.
- Develop, maintain and review emergency plans, procedures, technical documentation, records and supporting tools to ensure they remain accurate, current and fit for purpose.
- Coordinate with the Emergency Response Team, Asset Management, facilities and technical specialists to maintain emergency equipment, facilities and supporting arrangements in an operationally ready condition.
- Develop and deliver emergency preparedness training, drills and exercises; evaluate outcomes and support implementation of identified improvements.
- Build effective relationships with facilities, technical specialists, response personnel, contractors and external agencies to support coordinated and interoperable emergency arrangements.
- Support emergency preparedness projects and activities, including planning, coordination, implementation and monitoring.
- Support administration, governance and performance monitoring of the ANSTO Emergency Response Team service contract.
- Maintain and apply knowledge of relevant legislation, regulatory requirements, standards, plans and recognised guidance.
- Undertake other duties consistent with the position's capabilities and operational requirements.

In addition to the Band 5 accountabilities, the Band 6 position will:

- Act as the technical lead for assigned emergency capability areas, which may include emergency equipment and facilities, training and competency, exercises, plans and procedures, warning and communication systems, and field response capability.
- Lead organisation-wide improvement of assigned emergency preparedness capabilities.
- Develop and approve technical procedures, specifications, standards, equipment requirements, training products and exercise documentation.
- Manage complex emergency preparedness projects, including scope, resources, dependencies, stakeholder requirements, deliverables and implementation.
- Lead collaboration across ANSTO and with external response agencies to resolve complex preparedness issues and strengthen interoperability.
- Represent ANSTO as a technical specialist at relevant committees, working groups, exercises and external forums.
- Apply expert knowledge of relevant emergency management requirements and AIIMS to provide advice and lead investigations or reviews of significant emergency preparedness and response matters.

Decision Making

- The position operates within applicable legislation, regulatory requirements, ANSTO policies, professional standards, approved plans and available resources. Within this framework, the position has discretion in determining how agreed objectives are achieved.
- The position is accountable for the accuracy, integrity and quality of its technical work and advice. Decisions must be evidence-based, although effective judgement may be required under time pressure or where information is incomplete.

- The position determines work priorities within agreed plans and consults the Leader, Emergency Operations on complex, sensitive or high-impact matters.
- Delegated authority is exercised in accordance with the ANSTO Delegation Manual, AS-1682, as amended or replaced.

Key Challenges

- Securing engagement across business areas with diverse scientific, engineering and operational priorities.
- Balancing ANSTO preparedness priorities with commitments supporting regional and national emergency arrangements.
- Maintaining contemporary knowledge and translating recognised practice into practical improvements.
- Maintaining ANSTO's emergency management equipment and associated quality documentation updated and ready for use.

KEY RELATIONSHIPS

The position works across ANSTO and with external stakeholders through the relationships identified below.

External stakeholders include Local, Regional and State Emergency Management authorities, the National Emergency Management Agency (NEMA), NSW State combat agencies, the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), and Comcare.

Who	Purpose
Internal	
Leader Emergency Operations	• Receive direction, agree priorities, escalate complex matters and provide technical advice and progress reporting. • Contribute to group decision making processes, planning, and goals
Head PRC and Radiation Strategy	• Provide advice on significant preparedness matters and support alignment with strategic priorities and resourcing decisions. • Staff engagement and quality recruitment
Radiological Emergency Manager and PRC team members.	• Coordinate preparedness activities, share technical knowledge and maintain integrated all-hazards and radiological emergency arrangements.
High Reliability team members	• Obtain and provide specialist input, coordinate multidisciplinary activities and develop practical, integrated emergency arrangements.
Incident Controllers, Incident Management Team personnel and on-call responders	• Support role readiness, training, exercises, procedures and operational implementation of ANSTO's incident management arrangements.
ANSTO Communications	• Coordinate emergency public-information planning, exercise inputs and prepared communication arrangements.

External	
External response agencies and government partners	• Support coordination, interoperability and alignment with relevant regional, state and national emergency arrangements.

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Leader, Emergency Operations
Indirect Reports	Nil
Contract Personnel	The Emergency Response Team (ERT) service contract comprises one Leader and 12 team members operating on a 12-hour shift roster, providing coverage 24 hours a day, 365 days a year.

Special / Physical Requirements

Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	Travel between ANSTO campuses and occasional domestic travel may be required. Infrequent international travel may be required, primarily for professional development or interagency activities.
Physical:	The role combines office-based work with practical training, exercises, equipment inspections and occasional field activities. It may involve manual handling, movement through operational areas and occasional use of personal protective or respiratory equipment. The position requires the ability to deliver training and briefings to operational, technical and executive audiences.
Radiation areas:	The position may occasionally be required to enter radiation, hazardous-material or other controlled operational areas to support preparedness activities, exercises, equipment readiness or incident response. Work in these areas will be undertaken in accordance with site requirements and under appropriate operational or technical supervision.
Hours:	Extended, varied or after-hours work may occasionally be required to support exercises, operational activities or incident response.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance (Negative Vetting 1, as a minimum)
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 Leader, Emergency Operations and General Manager, High Reliability

Workplace Health & Safety	
Specific role/s as specified in AG-2362 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

ORGANISATIONAL CHART

As per the published organisational chart

KNOWLEDGE, SKILLS, AND EXPERIENCE

Band 5:

1. Degree or equivalent experience in emergency management or a related discipline, or an equivalent combination of training and practical experience.
2. Demonstrated experience applying all-hazards emergency management principles in a complex operational or high-hazard environment.
3. Sound knowledge of prevention, preparedness, response and recovery principles and relevant legislation, standards, plans and recognised guidance.
4. Strong analytical and problem-solving skills, including the ability to develop practical, proportionate and defensible solutions to complex operational and safety issues.
5. Demonstrated ability to develop and maintain clear technical documentation.
6. Effective written, verbal, facilitation and stakeholder-engagement skills.
7. Demonstrated project, priority and time-management capability.
8. Ability to work effectively with multidisciplinary teams, contractors, response organisations and government agencies.

In addition, for Band 6:

9. Demonstrated advanced knowledge of AIIMS and experience providing technical leadership in emergency preparedness, incident management or a related capability area.
10. Demonstrated experience leading complex emergency exercises and implementing lessons to improve emergency preparedness and response capability.
11. Demonstrated experience managing complex service contracts, supplier performance, risk and continuous improvement.

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:	Nikki Keighran	Name:	Andrew Popp
Title:	Leader, Emergency Operations	Title:	A/ General Manager, High Reliability
Signature:		Signature:	
Date:	October 2026	Date:	October 2026

Emergency Preparedness Technical Officer (PD-2679) 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
Delivery of a significant capability improvement resulting in a measurable improvement in operational readiness, compliance, interoperability or response effectiveness.	Yes No
Effective leadership and collaboration across operational teams, facilities, technical specialists and organisational boundaries.	Yes No
Sustained application of advanced emergency management knowledge, recognised guidance and relevant standards.	Yes No
Provision of evidence-based advice on complex emergency preparedness or response matters to senior management, incident management personnel, committees or external bodies.	Yes No
Evidence must demonstrate at least three of the following: 1. Leadership of improvements arising from risk assessments, exercises, operational feedback or lessons learned. 2. Active development of team and responder capability through coaching, knowledge sharing or introduction of improved practices and technologies. 3. Leadership of a complex emergency preparedness training or exercise activity, including evaluation and implementation of improvements. 4. Leadership of, or significant contribution to, an emergency or safety incident investigation, including preparation of a report and implementation of evidence-based recommendations. 5. Leadership of a complex operational safety or preparedness assessment involving multiple business areas or technical disciplines.	Yes No

Demonstrated ability to independently, competently and responsibly perform Band X accountabilities and apply required knowledge, skills and experience for the Band X position including:	
Under limited direction, apply emergency management knowledge and technical judgement to maintain and improve ANSTO's emergency preparedness and response capability, consulting subject matter experts on complex matters.	Yes No
Develop, maintain and review emergency plans, procedures, technical documentation, records and supporting tools to ensure they remain accurate, current and fit for purpose.	Yes No
Coordinate with the Emergency Response Team, Asset Management, facilities and technical specialists to maintain emergency equipment, facilities and supporting arrangements in an operationally ready condition.	Yes No

Develop and deliver emergency preparedness training, drills and exercises; evaluate outcomes and support implementation of identified improvements.	Yes No
Build effective relationships with facilities, technical specialists, response personnel, contractors and external agencies to support coordinated and interoperable emergency arrangements.	Yes No
Support emergency preparedness projects and activities, including planning, coordination, implementation and monitoring.	Yes No
Support administration, governance and performance monitoring of the ANSTO Emergency Response Team service contract.	Yes No
Maintain and apply knowledge of relevant legislation, regulatory requirements, standards, plans and recognised guidance.	Yes No
Undertake other duties consistent with the position's capabilities and operational requirements.	Yes No

Attach a written submission demonstrating and justifying how the employee meets <u>each</u> of the above requirements.

Manager Recommendation

I have reviewed the employee's competence in accordance with Linked Role PD-2679and 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 High Reliability I have reviewed all information and approve transition from Band 5 to Band 6.

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