Australian Government

ANSTO
Science. Ingenuity. Sustainability.

POSITION DESCRIPTION

Position Title:	Senior Project Manager
Cluster / Business Unit / Division	Infrastructure and Engineering
Section or Unit:	Project Delivery
Classification:	Band 7
Job Family:	Engineering and Technical
Position Description Number:	PD-1604
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The primary objective of the Senior Project Manager is to provide a high standard of project management for the delivery of a number of related ANSTO projects and/or large and complex multi-disciplinary projects from conception to completion.

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 Infrastructure and Engineering Services group is responsible for supporting customers realise their business outcomes in delivering engineering projects in accordance with engineering business management systems ensuring delivery to required scope, quality, regulatory compliance, time, and cost. It provides engineering design expertise and delivery of projects and programs with independent oversight from a centralised Engineering Delivery PMO division.

The Senior Project Manager reports to one of the Portfolio & Program Managers. The position holder is an expert in the delivery of infrastructure projects. The position has a number of indirect reports and provides leadership, supervision and guidance to a number of project teams which will include engineers, technical staff, site supervisors, consultants and contractors.

The position must establish professional relationships with internal clients within ANSTO as well as external clients, suppliers and construction industry regulators. The position may also undertake contract negotiations with international customers, regulators and suppliers.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Develop and continuously review and maintain a comprehensive and effective strategy for the delivery of infrastructure projects at ANSTO; including campus infrastructure such as buildings, roads and services and/or nuclear infrastructure such as nuclear particle accelerators, cyclotrons, reactor upgrades, beam-lines, hot cells and radio-isotope production and laboratory facilities.
- Engage and gain support for the delivery of infrastructure to key stakeholders, including ANSTO Executive and Top management, project teams and affected staff.

- Develop and implement detailed project plans for infrastructure projects, including preparation and control of budgets, scheduling, management of resources and tendering activities in accordance with the procurement guidelines. Deliver stakeholder focused solutions with the ability to influence, negotiate and liaise with senior staff including developing quality verbal and written reports and presenting to senior stakeholders.
- Provide quality project management and technically sound engineering services with the aims of satisfying the client requirements and all associated safety, quality assurance, commercial, technical, and regulatory requirements.
- Build quality working relationships with internal and external stakeholders, customers, suppliers and contractors and proactively respond to and resolve customer issues and complaints efficiently and effectively. Provide engineering and design analysis, justification of design and safety features and review of engineering work including developing proposals, concepts, detailed designs, manufacturing, installation and commissioning.
- Demonstrate skills and ability in leadership, communication, provisions of constructive feedback, mentoring, coaching, conflict resolution and negotiation to develop and train staff including sharing of specialised knowledge.
- Manage the preparation, revision, modification and approval of specifications, drawings and other documents as appropriate, and ensure that designs are carried out and reviewed by competent discipline specialists.
- Keep abreast of developments in nuclear science, infrastructure construction standards, legal and regulatory framework and suppliers of materials, equipment and services.
- Keep abreast of developments and trends in the nuclear industry, with the aim of supporting ANSTO's commercial interests and identifying and supporting opportunities as well as proactively adapting the project delivery service to assist ANSTO with evolving business challenges.
- Proactively identify and manage OHS&E risks and hazards during demolition and construction of new infrastructure. In addition ensure appropriate supervision of installation and construction work is maintained to certify that the prescribed standards of workmanship have been adhered to.
- Manage change management plan to ensure smooth transition and staff acceptance of new facilities and processes.
- Commission new installations and undertake post-implementation review/inspection of completed works to ensure that all appropriate environment and technical standards, regulatory requirements and customer expectations and requirements have been met.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The position is fully accountable for the accuracy, integrity and quality of the content of his/her work 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 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 major challenges for this position include:

- Manage the delivery of high-profile, internal and external commercial projects meeting challenging timeframes, budgets and requirements.

- Develop, engage and retain capability and expertise of key staff for the duration of projects.
- Translate conceptual requirements into practical and functional infrastructure that satisfies internal or external, commercial project stakeholders.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	• Receive guidance and direction • Provide expert, authoritative and evidence based advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	• 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 resolve conflicts
Indirect Reports (project team)	• Provide leadership, guidance and support • Set performance requirements and manage performance and development (where appropriate) • Engage to monitor trends, performance and progress for projects and evaluate further support which may be required to ensure project delivery
Other departments	• -
External	
Title, group, committee, industry or business	• -
Title, group, committee, industry or business	• -

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to one of the Engineering Portfolio & Program Managers
Direct Reports	0-5 as required
Indirect Reports	May vary depending on the projects and work allocated

Financial Data (2020/2021)	
Revenue / Grants	-
Operating Budget	-
Staffing Budget	-
Capital Budget	As defined by the projects allocated
Assets	-

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to different ANSTO sites from time to time 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
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 After hours work may be required for short and infrequent periods
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 AP-2362 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

ORGANISATIONAL CHART

This role reports to one of the Portfolio & Program Managers within Infrastructure and Engineering. There are no direct reports but indirect reports may be allocated based on the project or work.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in an engineering discipline or related tertiary qualifications and demonstrated extensive experience managing large complex projects.
2. Extensive project management experience at project manager level or above (PMBOK).
3. Extensive contract management experience, including experience as a superintendent's representative on large construction projects.
4. Experience managing external design consultants.
5. Experience managing site construction and commissioning activities.
6. Knowledge and experience delivering engineering consulting services in a commercial environment.
7. Experience managing safety, regulatory and security aspects in large complex projects.
8. A strong customer service orientation.
9. Highly developed verbal and written communication skills.
10. Excellent negotiation, conflict avoidance and resolution skills.
11. Desire to seek and promote continuous improvement and willingness to implement change.
12. Effectively implement WHS requirements and develop a responsible safety culture.
13. Experience in leading, coaching and mentoring staff.
14. Strong team focus.

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:	Various	Name:	Tom McGregor
Title:	Portfolio & Program Manager	Title:	Head of Project Delivery
Signature:	*M Hunt*	Signature:	*T McGregor*
Date:	16/11/2026	Date:	16/11/2026