Australian Government

ANSTO
Science. Ingenuity. Sustainability.

POSITION DESCRIPTION

Position Title:	Nuclear Safety Review Officer
Cluster / Business Unit / Division	Office of CEO
Classification:	Band 7
Position Description Number:	PD-2294
Job Family:	Compliance & Regulation
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The Chief Nuclear Officer provides independent challenge and assurance to all ANSTO's nuclear operations.

The primary objectives of the Nuclear Safety Review Officer are:

- Provide authoritative and expert independent review of nuclear Safety cases, risk assessments and change submissions for ARPANSA to provide frank and fearless advice and recommendations to the Chief Nuclear Officer as to whether the submissions are justified in terms of the overall net benefit, with all risks being appropriately controlled *to As Low As Reasonably Achievable*.
- Provide an independent Nuclear Suitably Qualified and Experienced resource to undertake independent verification of formal safety assessments in line with the requirements of IAEA Safety Standard GSR Part 4
- Act as a Technical Authority for Independent Nuclear Safety Assurance and be recognised as such under ANSTO's Nuclear Baseline
- Support the integration of nuclear and radiological assurance initiatives across the ANSTO Group adding value through risk reduction and increased organisational sustainability
- As a subject matter expert work with investigators on nuclear event investigations to ensure that a best approach for ANSTO is maintained and appropriate mitigations are implemented to prevent from repeat events site wide
- Work across all areas of the organisation to establish international best practices from the IAEA guides and standards to ensure nuclear and radiological safety is maintained

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.

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

ANSTO is a highly complex nuclear organisation, undertaking the majority of activities covered by the IAEA Safety Standards. The complexity of the organisation requires robust Nuclear Assurance processes to underpin ANSTO's commitment to safe, secure and sustainable operations and to meet the international obligations on Australia as a signatory to IAEA Conventions.

ANSTO's commitment to meet its nuclear safety obligations are regulated independently by ARPANSA, who expect, in line with international best practice, a robust, independent nuclear assurance process, implemented by (Nuclear) Suitably Qualified and Experienced Personnel (NSEQP).

The Office of the CEO is the key point of responsibility for the organisation. All key strategic, operational and financial decisions are made within this office.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Undertake independent verification of safety assessments and supporting documentation before it is used by ANSTO or submitted to ARPANSA as mandated by the IAEA (GSR Part 4, Requirement 21)
- Lead, pan and execute the safety, reliability and assurance independent expert assessment of nuclear safety cases supporting ongoing operations and planned changes with safety significance, in line with International best practice and Regulator expectations
- Provide authoritative advice and recommendations to the Chief Nuclear Officer, based on a depth of Suitable qualifications and experience of ANSTO and National and International Nuclear Standards
- Deliver the implementation of key recommendations of the *Independent Review of the ANSTO Health Approach to Occupational Radiation Safety and Operational Procedures*
    - true independence between authors and reviewers can be maintained for the "goodness" of the independent challenge function.
    - The ANSTO CEO implements and takes full ownership of the process to ensure adequate organisational capability for the provision of nuclear safety advice and independent challenge and the appropriate organisation, staffing and management of the nuclear safety advice and independent challenge capabilities.
    - The Nuclear Baseline should be owned by the person who has full responsibility for the nuclear licence, the ANSTO CEO. The content of the baseline can be formally delegated accordingly, however, it should be emphasised that the ultimate responsibility remains with the CEO of ANSTO.
    - The ANSTO CEO should identify and implement Technical Authority, Design Authority and independent nuclear safety positions, to include appropriate terms of reference (TORs) and include each into the management of change process TORs.
- Provide expert review of safety cases for ANSTO's Nuclear regulators; advising on an effective reporting approach to cover all legislative and Nuclear safety and assurance requirements.
- Sensitively manage stakeholder relationships including; creating opportunities to educate internal stakeholders on developing submissions to the regulator, and communicating effectively to ensure clarity, accuracy of information and confidentiality requirements are upheld.
- Lead continuous improvement initiatives to improve safety cases, including developing policies and procedures regarding nuclear and radiological safety. Engage with Facility and Licensing Officers to assure a focus on appropriate control of hazardous activities and to drive a continuous improvement in safety culture.
- Provide expert and specialist advice on complex WHS matters; and ensure the development and application of Nuclear Assurance policies and guides for high-risk activities within ANSTO in accordance with international best practice
- Utilise technical skills and regulatory experience to assess situations and recommend changes to ensure that activities in relation to Nuclear and radiological Safety, and reliability, are completed safely and to all relevant regulations and ANSTO requirements.
- Ensure conformance to regulations, standards and codes set by external authorities, reviews and quality audits.
- Supporting major incident investigations and undertake internal auditing of key areas vital to nuclear safety assurance.

- Ensure knowledge sharing with key officers within ANSTO to drive continuous improvement in nuclear safety practices.
- Provide advice, guidance and training as a safety subject matter expert to internal stakeholders.
- Provide effective support to ANSTO's key nuclear and radiological safety assurance processes including the nuclear safety review.
- Leadership of key nuclear assurance projects and initiatives as agreed with the Chief Nuclear Officer through the concept, development and establishment phases; to deliver value within approved schedules and costs. To report fully on the progress of these projects as required
- Contribute to and support building business plans, procedures and schedules to deliver against the group's objectives.
- Support the translation of appropriate International and industry best practice into BAU at ANSTO.
- Foster strong and effective relationships with internal and external stakeholders such as regulatory agencies particularly ARPANSA.
- Demonstrate strong leadership qualities and work consultatively with stakeholders across ANSTO to ensure that safety assurance processes are understood and integrated into project activities.
- Interaction with Facility and Licensing Officers and the sharing of technical advice to assist in developing and employing tactics to achieve the organisation's strategic directions and meeting its nuclear safety commitments.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, business plan, organisational excellence program, and objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice 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.
- Apply judgement, experience and expertise to any assessments and decisions, and provide the Chief Nuclear Officer with an expert independent assessment of any Nuclear Safety issues prior to ANSTO making submissions to the regulator.
- Determines key work priorities within the context of agreed work plans and consults with the CNO on complex, sensitive and major issues that have a significant impact on the organisation.
- 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

- Significant work is required to improve; procedures, quality and develop an understanding of complex radiological and nuclear processes within the organisation.
- Ensuring that nuclear and radiological safety initiatives can be effectively implemented within operational areas.
- Ensuring that the role and function of the Nuclear Assurance Officer is independent and able to provide objective and authoritative guidance and advice.
- Development of best practise by networking with other subject matter experts to deliver continuous improvements opportunities and using the approved management of change process for any improvements.
- Leading and maintaining active strategic intelligence on national and international nuclear and radiological related legislation.

- Promote and support nuclear and radiological safety improvements and initiatives across the ANSTO site with the aim of improving nuclear and radiological safety culture.
- Ability to keep well-informed of developments in the field, including the regulatory environment and undertaking appropriate personal development to enhance knowledge and skills

KEY RELATIONSHIPS

Who	Purpose
Internal	
Nuclear Safety Review Manager	• Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Nuclear Assurance Manager	• Provide expert advice and analysis on a full range of matters • Provide strategic plans and goals for the success of the Nuclear Assurance team • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Chief Nuclear Officer	• Provide robust recommendations and assurance through sound internal reviews.
CEO/Executive Team/Board/Subsidiary Boards	• Provide strategic and expert advice and analysis on a full range of matters • Lead and contribute to group decision making processes, strategic and planning • Collaborate and act as an integrator to deliver the sustained success of key initiatives. • Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan
Work Health and Safety, Radiation Protection and Engineering	• Provide expert, authoritative and evidence-based advice
Work area team members	• Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Negotiate and resolve conflicts
Project teams and Operating groups	• Involved with the review process from the beginning and provide resources to undertake the review considerations. • Provide independent advice on adequacy of safety justifications
Indirect Reports	• Engagement to support key initiatives • Mentoring and the provision of learning opportunities which enhance professional and technical capabilities
External	
ARPANSA/ASNO	• Develop and maintain collaborative relationships • Share knowledge and deliver outcomes through partnerships • To articulate key messages, negotiate beneficial outcomes and create long-lasting beneficial relationships

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Nuclear Safety Review Manager
Direct Reports	Nil
Indirect Reports	Multiple (To undertake Nuclear Assurance duties)

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to 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 Perform duties in an area where radioactive materials are handled under tightly controlled safety 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
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Need to be able to hold a National Security Clearance at Negative Vetting Level 1.

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

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher in Radiation Protection, Work Health and Safety, Safety Engineering, Chemical or Process Engineering or similar related discipline.
2. Extensive experience working in or supporting hazardous research or hazardous industries, including experience conducting risk assessments.
3. Ability to learn and understand complex processes within a short timeframe and approach all aspects of the role with a learning mindset.
4. Exceptional skills in report writing with sound analytical thinking skills to present a well-formed narrative.
5. Demonstrated experience in incident investigations and/or management system auditing.
6. Ability to apply a continuous improvement mindset to everything that you do.
7. Ability to manage tight deadlines with no sacrifice to content and quality of work.
8. Strong leadership skills, with emphasis on motivating, coaching and mentoring staff.

9. Strong communication and negotiation skills with the capacity to influence and gain buy-in from key stakeholders including staff, ANSTO management, and regulators.
10. Strong stakeholder focus, with emphasis on ensuring the provision of prompt and accurate service/advice.

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:	Rachel Ahyong	Name:	Aaron Flett
Title:	Nuclear Safety Review Manager	Title:	Manager, Strategic Nuclear Safety Initiatives & Operational Integration
Signature:		Signature:	
Date:		Date:	