Australian Government

ANSTO
Science. Ingenuity. Sustainability.

# POSITION DESCRIPTION

| | |
|---|---|
| **Position Title:** | Project Director |
| **Cluster / Business Unit / Division** | Infrastructure and Engineering |
| **Section or Unit:** | Major Capital Programs |
| **Classification:** | Band 9 |
| **Job Family:** | Project & Program |
| **Position Description Number:** | PD-0640 |
| **Work Contract Type:** | Professional |
| **STEMM/NON-STEMM:** | STEMM |
| **STEMM CATEGORY:** | Engineering |

## POSITION PURPOSE

The Project Director leads the planning and delivery of a large, complex multidisciplinary infrastructure or engineering project, from concept through design, procurement, construction, commissioning, operational readiness, handover and close-out. The position is accountable for achieving approved scope, safety, quality, regulatory, schedule and budget outcomes while delivering fit-for-purpose solutions for ANSTO stakeholders.

## 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.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Key Accountabilities

- Develop, implement and maintain an integrated program delivery strategy, governance framework and plan aligned with ANSTO priorities and approved business outcomes.
- Lead end-to-end delivery of a large, complex multidisciplinary infrastructure or engineering project, including definition of scope, planning, design, procurement, construction and site delivery, commissioning, operational readiness, handover and post-implementation review.
- Establish and control program budgets, schedules, resources, milestones, dependencies, risks, issues, changes and benefits, and provide clear, timely reporting and assurance to governance bodies and senior stakeholders.
- Lead multidisciplinary project teams and coordinate internal specialists, consultants, suppliers and contractors, setting clear accountabilities and performance expectations, managing performance and resourcing issues, and fostering an integrated delivery culture focused on safety, accountability and outcomes. Develop and maintain an integrated resource and capability plan, forecasting project workforce and specialist capability requirements and coordinating the timely mobilisation of internal and external resources.

- Build and maintain productive relationships with ANSTO executives, business owners, users, regulators, delivery partners and suppliers; influence decisions, resolve competing priorities and gain endorsement for key plans and recommendations.
- Ensure engineering and project deliverables are technically sound, independently reviewed and approved by the appropriate technical authorities where required, and compliant with applicable safety, security, environmental, quality, commercial, legislative and regulatory requirements.
- Lead procurement, tendering, contract negotiation and contract administration activities in accordance with ANSTO governance and procurement requirements, including commercial management, contractor performance, variations, claims and resolution of contractual and delivery issues.
- Identify, assess and manage program and project risks, including WHS, radiological, environmental, technical, commercial, stakeholder and operational risks, and ensure appropriate controls and escalation are in place. Identify and manage critical interfaces and dependencies between project activities, existing facilities and services, site operations, contractors, technical disciplines and related projects.
- Undertake additional duties as required or during periods of leave of other staff.

**Decision Making**

- Within this framework, the Project Director exercises substantial professional judgement in determining delivery methods, sequencing work, allocating approved resources, managing contractors, resolving delivery issues and recommending changes to program scope, schedule and budget.
- The position is accountable for the accuracy, integrity and quality of program advice, plans, reports and recommendations, including judgements made under pressure or where information is incomplete.
- The Project Director consults the Group Executive, Infrastructure and Engineering and relevant governance bodies on matters that are strategic, sensitive, high risk, outside approved tolerances or likely to materially affect safety, regulatory compliance, scope, cost, schedule or organisational reputation.
- Decisions requiring additional funding, material changes to approved scope or benefits, acceptance of risks outside delegated authority, or commitments beyond approved delegations are referred for endorsement or approval.
- 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**

- Delivering high-profile, complex and interdependent projects within challenging timeframes, budgets and regulatory requirements while maintaining safety, quality and continuity of operations.
- Translating evolving or conceptual stakeholder requirements into practical, technically sound and fit-for-purpose infrastructure solutions.
- Balancing competing stakeholder priorities, resource constraints, project dependencies and emerging risks across a multidisciplinary program environment.
- Securing and retaining specialist capability, supplier capacity and project team engagement over extended delivery timeframes.
- Maintaining contemporary knowledge of nuclear, engineering, construction, commercial and regulatory developments and embedding lessons learned and continuous improvement into delivery practices.

**KEY RELATIONSHIPS**

| Who | Purpose |
|---|---|
| **Internal** | |
| Group Executive, Infrastructure and Engineering | • Receive guidance and direction.<br>• Provide authoritative advice, recommendations and escalation on priorities, risks, performance, resources and major decisions.<br>• Negotiate and report on budgets and resources consistent with strategic plans and program goals.<br>• Support staff engagement and quality recruitment to meet program capability needs.<br>• Seek approval or endorsement for matters outside delegated authority or approved tolerances. |
| Work area team members | • Provide expert advice and analysis on program and project delivery matters.<br>• Contribute to group decision-making, planning and program goals.<br>• Collaborate and share accountability for program outcomes.<br>• Negotiate priorities and resolve conflicts. |
| Direct Reports | • Provide leadership, guidance and support.<br>• Set performance requirements and manage performance and development<br>• Monitor performance and progress against program plans, identify emerging issues and determine the support required to achieve delivery outcomes. |
| Finance, WHS, Quality, Communications & Government | • Coordinate specialist advice and support for program financial management, safety and quality requirements.<br>• Coordinate program communications and government engagement through the relevant specialist teams. |
| **External** | • |
| Regulators and relevant government or industry bodies | • Support regulatory engagement and provide accurate information and evidence.<br>• Ensure delivery aligns with applicable obligations, approvals and standards. |
| Consultants, suppliers and contractors | • Procure and manage services and works, negotiate requirements, monitor performance and resolve commercial or delivery issues. |

**POSITION DIMENSIONS**

| **Staff Data** | |
|---|---|
| Reporting Line | Reports to the Group Executive, Infrastructure and Engineering |
| Direct Reports | 1-5 |
| Indirect Reports | Project team of up to 20 |

| **Financial Data (2025-2026)** | |
|---|---|
| Revenue / Grants | N/A |
| Operating Budget | N/A |
| Staffing Budget | Refer to program plan |
| Capital Budget | Refer to program plan |
| Assets | Refer to program plan |

| Special / Physical Requirements | |
|---|---|
| Location: | Lucas Heights<br>Working in different areas of designated site/campus as needed |
| Travel: | May be required travel to ANSTO sites from time to time |
| Physical: | Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)<br>Labour intensive physical requirements (sitting, standing, frequent manual handling)<br>Standing for long periods<br>Frequent movements (climbing, stooping, kneeling, crouching, crawling)<br>Working in a loud environment<br>Public speaking<br>Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators)<br>Wearing personal protective equipment for the handling of hazardous and/or radioactive materials<br>Working in confined space environment including wearing respiratory equipment |
| Radiation areas: | May be required to work in radiation areas under tightly regulated conditions<br>Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions<br>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<br>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<br>Managers / Leaders / Supervisors<br>Other specialised roles identified within AP-2362 that may be allocated in the course of the position's duties |

**KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Degree in Engineering, project management or a related discipline, or equivalent relevant experience.
2. Relevant postgraduate qualification and/or recognised project or program management certification is desirable.
3. Extensive experience successfully delivering a large, complex multidisciplinary infrastructure or engineering project, with demonstrated achievement of scope, safety, quality, regulatory, schedule and budget outcomes. Experience spanning design, procurement, construction, commissioning, operational readiness and handover, preferably within an operating, safety-critical or highly regulated environment.
4. Demonstrated knowledge and application of recognised project and program management frameworks, governance, assurance, risk management and reporting practices.

5. Significant experience leading multidisciplinary teams, including providing direction, coaching, feedback and performance support.
6. Demonstrated experience in procurement, tendering, contract negotiation and contract administration, including the management of major construction contracts, contractor performance, project interfaces, commercial issues and delivery risks.
7. Highly developed stakeholder management, influencing, negotiation, conflict resolution, written communication and presentation skills, including the ability to provide authoritative advice to senior leaders and governance bodies.
8. Demonstrated ability to manage budgets, schedules, resources, dependencies, risks, issues and change across multiple concurrent projects.
9. Demonstrated commitment to WHS, security, quality, environmental and regulatory compliance, continuous improvement, customer outcomes and collaborative team delivery.

**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: | Jasmine Reay | Name: | Jasmine Reay |
| Title: | Group Executive, Infrastructure and Engineering | Title: | Group Executive, Infrastructure and Engineering |
| Signature: | | Signature: | |
| Date: | | Date: | |