



Role Description

Australian National Radiation Dose Register (ANRDR) Science Officer

Position number:	13376
Classification:	APS 6
Date of approval:	24 March 2017
Location:	Yallambie, VIC
Branch/Office:	Radiation Health Services
Section:	Assessment and Advice
Immediate supervisor:	EL 1 – PN 13375
Supervisory responsibilities:	No
Restrictions:	N/A
Agency website	www.arpansa.gov.au

Agency overview

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a statutory agency within the Department of Health portfolio and is the Australian Government's primary authority on radiation protection and nuclear safety. ARPANSA regulates Commonwealth entities using radiation with the objective of protecting people and the environment from the harmful effect of radiation. ARPANSA undertakes research, provides services, and promotes national uniformity and the implementation of international best practice across all jurisdictions.

Section overview

The Assessment and Advice Section provides advice, underpinned by health impact assessments and expert knowledge, to international bodies, Commonwealth departments and agencies, State and Territory regulators, industry and members of the public. The Assessment and Advice Section maintains expertise in the areas of electromagnetic radiation, ultraviolet radiation, lasers and ionising radiation.

Primary purpose of the role

This role is directly responsible to assist with the management and expansion of the Australian National Radiation Dose Register (ANRDR). This requires the completion of complex scientific support and coordination tasks associated with the operation and maintenance of the ANRDR. This includes checking data integrity, production of summary data and associated reports, and coordination of database development, training and communications activities. You will work closely with other staff within the Assessment and Advice Section to ensure that advice provided is based on the latest scientific knowledge and national and international experience.

Key accountabilities

- Partner with external stakeholders that submit dose data to the Australian National Radiation Dose Register and promote the database amongst potential scientific contributors.
- Analyse and administer the maintenance of the Australian National Radiation Dose Register database, including checking of data integrity, production of summary data and associated reports, and answering enquiries on data upload;
- Coordinate database improvement initiatives, training and communications activities;
- Contribute to the development of a quality management system for the database operations;
- Undertake complex projects related to the expansion of the Australian National Radiation Dose Register;
- Provide expertise and technical knowledge across a range of activities in the Radiation Health Services Branch

Job specific capabilities

To be considered for this position, you will possess tertiary qualifications in an engineering or science discipline from an Australian educational institution or comparable overseas qualifications or other alternative qualifications and experience appropriate to the duties. It is advantageous to have an in-depth knowledge of national radiation protection guidance and procedures.

You will have well developed interpersonal skills and experience managing relationships with a range of stakeholders including scientific organisations, members of the general public and all levels of staff. You will contribute effectively in a team environment by providing technical oversight for specialist activities sometimes in a leading role. Strong problem solving and analytical skills are essential to your success in this role. You will be comfortable working on complex issues that require well balanced and informed decisions and can consistently perform efficiently and effectively at a high level.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to undertake a baseline security clearance as a condition of engagement.

Selection criteria

There are six selection criteria for this role. Candidates are asked to limit their response to no more than 400 words per selection criteria.

1. Demonstrated ability to perform complex activities associated with database operations and the preparation of associated reports.
2. Demonstrated in-depth knowledge of the principles of radiation protection and Australian radiation regulations.
3. Demonstrated ability to work collaboratively and build and sustain positive relationships with team members, stakeholders and clients.
4. Demonstrated strong analytical, problem solving and decision making skills.
5. Demonstrated capacity coordinating projects and providing technical oversight on specialised activities.