

POSITION DESCRIPTION

Position Title:	Active Maintenance Manager
Cluster / Business Unit / Division	ANSTO Maintenance and Engineering
Section or Unit:	Maintenance
Classification:	Band 8
Position Description Number:	PD-1650
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary purpose of the Active Maintenance Manager is the strategic planning and leadership delivery of maintenance in areas of the organisation that can be in the Nuclear precinct and to areas of critical importance to the continued operation of plant and equipment. and leading a multi-disciplinary team to deliver core active routine and breakdown maintenance with the minimum disruption to business continuity at ANSTO. This role is also to manage operational site critical infrastructure and monitor GMP and safety calibrations, the manipulator maintenance team, and other cross functional operational maintenance across the campus.

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.

The AME Maintenance group is dedicated to enhancing and maintaining ANSTO's facilities and environs for operational reliability and providing a range of customer services to support ANSTO's research, business activities and projects at the Lucas Heights Science & Technology Centre, Camperdown Campus, and the The Active Maintenance Manager reports to the General Manager, AME Maintenance.

This position includes the management of approximately 16 ANSTO staff including three electrical apprentices as well as approximately 28 contractor positions. These staff fall into the following groups: active electrical and mechanical maintenance, calibrations, and manipulator maintenance.

The position's key internal customers include employees across all ANSTO requiring specialised maintenance and project support. The maintenance delivery team is part of the deployed resources model. The position's key internal customers include research and operational managers and staff across site. External stakeholders include regulators, suppliers, contractors and tenants of ANSTO buildings.

There are 5 main units within AME Maintenance, these are:

- Asset Management & Business Integration Innovation & Growth
- Site & Active Maintenance
- Contracts & Planning
- Maintenance & Workshop Planning & Scheduling
- Refurbishment & Production Workshop

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Contribute to the divisional and business strategic and operational business planning including the development, tracking and performance management of KPI's and SLA's including providing monthly progress reports.
- Design, draft and manage the maintenance delivery strategies for the licenced facilities HVAC systems and active maintenance for manipulator, Mechanical and Electrical operations across the organisation.
- Assume ownership of maintaining significant and site infrastructure related project resourcing and management across complex zones and sensitive operational areas.
- Manage the maintenance delivery function including budgets, resource planning; business documents, quality control and compliance, continuous improvement actives/strategies, change process, audits, best practice, stakeholder/customer management/liaison.
- Manage the expert knowledge and specialised technical advice regarding installation, maintenance and development of Service delivery and shutdown plans, equipment and facilities according to standards, specifications and customer requirements, including ANSTO site support, shutdowns and Camperdown.
- Undertake a cost-benefit analysis of maintenance compared to replacement for key equipment, drawing on maintenance history to achieve the most effective mix of preventive versus breakdown maintenance and reduce breakdown maintenance.
- Resolve escalated maintenance issues including stakeholder management and resolving conflicting priorities and complex technical and managerial issues.
- Ensure work from team fully complies with the quality and environmental frameworks, safety procedures and standards, regulatory requirements and management principles.
- Manage all relevant activities associated with the immediate team members HR lifecycle including recruitment, performance management, training, authorisation and conflict resolution.
- Manage ANSTO site utilities including contracts, payments, breakdown in services, reporting, and the recovery of site after major disruptions.
- Co-ordinate and manage audit and compliance requirements associated with ISO 9001 and BMS documentation for AME, Maintenance.
- Manage AME Maintenance action tracking and GRC responsibilities, completing all actions as per the mandated timeframes.
- Act as Building Manager and Area Supervisor for a number of buildings and facilities.
- Maintain up to date knowledge on best practice processes and cutting-edge advancements in facility maintenance and asset management and implement improvements as identified.
- Manage all financial, budgetary, forecasting and reporting requirements for AME Active Maintenance.
- Fulfil Manager/Project Leaders Level WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.
- Undertake additional duties as required and during period 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 ANSTO values, organisational corporate plan, business plan, operational excellence program, the (section/unit or higher) strategy and (section/unit) 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.
- Determine key work priorities within the context of agreed work plans and will consult with the General Manager on complex, sensitive and major issues that have a significant impact on the (section/unit).
- 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

Articulate the key challenges that affect the position and/or any challenging aspects of the role. These may be short or long term and must be related to the job (not the person).

- Demand planning, resource management and scheduling of works within tight timelines
- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines.
- Keeping abreast of recent developments in field, ensuring continual improvement and implementation of best practise.
- Improving customer service, response times and delivery efficiencies.
- Following complex change management protocols and process in a highly regulated environment.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development • 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
Other Key Stakeholders Nuclear Cluster, NSTLI business units	All <ul style="list-style-type: none"> • Create clear and transparent communication channels • Be responsive to stakeholder needs and requests whilst negotiating for optimal maintenance and facility capabilities
External	

Commonwealth Government, ARPANSA, ASNO, TGA, COMCARE and the IAEA	<ul style="list-style-type: none"> • Create clear and transparent communication channels • Compliance with standards and regulations
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POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager AME, Maintenance
Direct Reports	1 x Electrical Supervisor 1x Mechanical Supervisor 2 x Logistics Support Officers 1X Mechanical project Officer 1 X Electrical Project Planner 1 x Electrical Calibrations supervisor
Indirect Reports	This position has 16 indirect ANSTO reports as well as approximately 28 contractor positions

Financial Data (2015/2016)	
Revenue / Grants	
Operating Budget	\$1 M
Staffing Budget	\$2.5 M
Capital Budget	
Assets	

Special / Physical Requirements	
Location:	Lucas Heights 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) Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
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
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 <u>AP-2362</u> 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

As Per SAP Org Chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Engineering or equivalent in a relevant discipline
2. Demonstrated significant experience in Operational and Facilities maintenance management particularly maintenance of high-risk work....Significant experience of people management in a fast paced routine regulated environment
3. Significant experience in leading, managing and developing team members, including excellent coaching and mentoring skills.
4. Experience in working in a production environment focusing on safety, compliance, efficiency and delivering to stakeholder requests.
5. Demonstrated ability to lead and manage multiple strategic and operational projects and activities.
6. Highly developed technical and non-technical communication skills and demonstrated business acumen.
7. A strong customer service orientation focusing on understanding and delivering to stakeholders
8. Demonstrated ability to develop a strong individual and team safety culture and responsibility.
9. The desire to seek and promote continuous improvement demonstrated ability and willingness to implement change.

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:	Mark Moore	Name:	
Title:	GM – Maintenance	Title:	
Signature:		Signature:	
Date:		Date:	