



POSITION DESCRIPTION

Position Title:	Works Supervisor
Cluster / Business Unit / Division	ANSTO Maintenance & Engineering (AME)
Section or Unit:	Contracts and Centralised Planning
Classification:	Linked Role 4/5
Position Description Number:	PD 2082
Work Contract Type:	Technical
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Works Supervisor is to independently plan, manage and supervise the effective service delivery of a multi-disciplinary team of contractors to maintain and upgrade facilities across site in support of ANSTO’s business activities.

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 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, the National Medical Cyclotron at Camperdown, the Australian Synchrotron in Melbourne, and any other entities that may come under its control.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities – Band 4	Key Accountabilities – Band 5
<ul style="list-style-type: none"> • Manage stakeholder relationships and ensure all stakeholders and customers are informed of progress; • Exercise sound judgement when assessing the viability of proposals and provide advice on the most effective techniques and methods. • Contribute to the continuous improvement of the group by encouraging the sharing of knowledge and experiences and coach/mentor team members as appropriate. • Develop internal and external networks to allow for collaboration and sharing of information and liaise with internal business units and tenants to maintain their equipment on site at ANSTO. 	<ul style="list-style-type: none"> • Liaise and negotiate with clients regarding the nature of and scheduling of their work; and plan, supervise, prioritise and manage the completion of all routine and non-routine high risk maintenance and/or construction work across ANSTO. • Participate in reviews of engineering and/or maintenance works including proposals, concepts, detailed designs, manufacturing, construction, installation and commissioning; proactive feedback on maintenance plans structure & content, work order text, instructions and other documents as requested. • Participate in engineering and/or maintenance design reviews and analysis of safety features providing a practical

<ul style="list-style-type: none"> • Provide regular feedback to management on the performance and evaluation of contractors and contracting organisations. • Review and identify opportunities to improve and promote a strong safety culture including safety risk assessments and Contractor inductions and ensure Safety plans and SWMS are prepared and reviewed for all routine and non-routine works and assist in the development of Contractor Induction and Training programs • Select, schedule, supervise and manage multi-disciplinary contractors and tradespersons to ensure routine and other works and support tasks are completed within the timeframes. nominated and ensure that the work request, compliance, quality and safety standards are met • In conjunction with the Project Managers and/or Planners supervise small projects through to completion. This may involve some elements of supervision, cost control, time management, risk management, quality/safety/environmental considerations, client progress reports, contractor administration, and contractor management. • Calculate, monitor and control the day-to-day use of resources. • Determine maintenance work requirements and manage the day-to-day allocation of maintenance work and manage conflicting priorities. • Engage contractors to undertake unplanned breakdown and non-routine works that may impact the continuity of ANSTO operations and liaise closely with clients and key stakeholders. • Organise contractor inductions, manage preparation, submission and issue of security application passes and ensure supervisory administrative functions are performed. • Organise for site services to be isolated as required specifically in relation to water, gas, air, electricity and integral safety systems. • Maintain accurate and comprehensive information and records within the Computerised Maintenance Management 	<p>perspective on constructability, operability and maintainability;</p> <ul style="list-style-type: none"> • Works supervisors shall attend regular team meetings for prioritisation, scheduling and co-ordination in conjunction with Works Superintendent, project managers and appropriate planners where requested. • Ensure all work undertaken complies with the ANSTO quality, environmental, safety, security and regulatory framework (standards, regulatory requirements, policies, guidelines, systems, processes, procedures and instructions); • Manage the risk of construction and/or maintenance activities impacting on the local community, businesses, ANSTO's staff, normal operations, existing services, infrastructure, facilities and other projects. • Coordination and scheduling of plant and equipment deliveries per schedule. • Document and provide quality verbal, digital and written reports to project managers, project planners and clients on construction & maintenance progress against costs, schedule, risks, issues, safety incidents, injuries, variations and extension of time claims; • Manage and report on the availability of contractors within Security systems and Barringtons/Smartek. • Manage contractor resource availability to deliver tasks as instructed, ensure that contractors have enough resource available to work at ANSTO Sites. • Perform regular contractor evaluations as requested. Provide advice to management and/or project team on the suitability of contractors for works being undertaken. • Delivery of tasks as specified within the required timeframes as shown on the work order/project program. • Correct process of cancellation or change management protocol (Variations/cancelled work) as per the business process. • Contribute to the development of service contracts for the provision of specific services and provide feedback on the performance of contract organisations.
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<p>System (CMMS) for all in-progress and completed work. In addition ensure all applicable registers, plans, drawings and legends are accurately amended.</p> <ul style="list-style-type: none"> • Maintain up-to-date knowledge of the latest developments and best practice for maintenance and contractor administration and contractor supervision and recommend improvements as identified. • Deliver tasks within larger AME projects that are project managed by more senior staff or more independently on smaller less complex or routine projects and tasks. <p>Baseline Training Requirement</p> <ul style="list-style-type: none"> • “WHS: Contractor Supervisor C1 Risk Management” • “Basic Radiation Safety” + “Radiation Safety Workshop” • Site specific and Task specific Isolations (Elect/Gas/Water) 	<ul style="list-style-type: none"> • Manage Site handover of new facilities, equipment, processes and/or infrastructure, including testing, commissioning, final inspections, training of clients and/or staff and delivery of operating and maintenance documentation; • Assist with the management of the Works supervisor group as required during absence of the Works Superintendent and or Project managers. • Undertake additional duties as required and during period of leave of other staff. <p>Baseline Training Requirement</p> <ul style="list-style-type: none"> • Minimum of 2 years on the job experience @ ANSTO in this role at BAND 4.
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Decision Making

- The position works within a framework of national and state legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives, including deciding on methods and approaches, operations, project planning, and allocating contracted resources.
- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Project Manager and/or Works Superintendent on complex or major issues that may have a significant impact on the customer group or the wider AME group.
- 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

- Improving communication and collaboration to ensure that customer expectations are met.
- Scheduling workload where there are multiple customer requirements, conflicting priorities and unplanned activities requiring to be completed within tight timeframes.
- Ensuring work is to a high standard and fully complies with a wide range of technical, safety and quality standards, regulations and procedures.
- Communicate clearly and effectively with people of various levels of technical understanding within and outside of ANSTO;
- Expectation to develop workable solutions to complex problems.
- Maintaining essential services to ANSTO site.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Portfolio Leaders And/or Manager, Contracts and Centralised Planning.	<ul style="list-style-type: none"> Recommend and gain endorsement for plans and goals and other initiatives Negotiate and resolve conflicts
Works Superintendent and/or Project Manager	<ul style="list-style-type: none"> Receive guidance and direction Negotiate and resolve conflicts Encourage and contribute to group decision making processes, planning and goals Collaborate and share accountability and resources Provide detail of scheduling and priorities of all work orders and tasks Negotiate and report on budgets and resources consistent with strategic plans and goals
Direct Reports	<ul style="list-style-type: none"> Nil
ANSTO Staff include Building managers, area supervisors and other staff	<ul style="list-style-type: none"> Provide timely and quality maintenance works and services Ensure at all times schedules and timelines are clearly communicated and adhered too.
External	
External customers include tenants of ANSTO buildings, contractors, consultants, engineers, other technical staff and suppliers	<ul style="list-style-type: none"> Establish and maintain professional working relationships Provide supervision, guidance and support Set performance requirements and manage performance Engage to monitor performance and progress against the agreed objectives Manage licenses and ensure at all times contractors are valid to work at ANSTO.(Barringtons/Smartek)

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Reports to the Works Superintendent and/or Portfolio Leaders
Direct Reports	Nil
Indirect Reports	External Contractors

Financial Data (2019/2020)	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

Special / Physical Requirements	
Location:	Position is primarily based at Lucas Heights however there may be a requirement to work at other ANSTO facilities at Camperdown and the Australian Synchrotron

Travel:	May be required travel to ANSTO sites from time to time
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Workplace Health & Safety	
Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Available on the ANSTO intranet

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade in relevant technical discipline and/or equivalent relevant experience.
2. Experience supervising multi-disciplinary tradespersons.
3. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management.
4. Strong customer service orientation and the ability to establish and maintain collaborative and supportive relationships with internal and external customers.
5. Proven problem solving ability in delivering maintenance and developing creative, technical solutions.
6. Possess drive and self-motivation to work autonomously within a team in a changing maintenance environment at ANSTO.
7. Willingness to pro-actively share knowledge, information and insight with team members.
8. Sound knowledge of relevant Australian Standards, GMP, Codes and other statutory requirements, especially relating to engineering and building works.
9. Ability to plan, prioritise and manage workload often with conflicting priorities.

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:	Brad Davis	Name:	Mark Moore
Title:	Manager – Contracts & Centralised Planning	Title:	GM – AME
Signature:		Signature:	
Date:		Date:	