

## POSITION DESCRIPTION

<b>Position Title:</b>	Production Planner
<b>Cluster / Business Unit / Division</b>	ANSTO Maintenance and Engineering
<b>Section or Unit:</b>	Support Workshops
<b>Classification:</b>	Band 4/5 Linked Role
<b>Position Description Number:</b>	PD-1731
<b>Work Contract Type:</b>	Technical
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The Production Planner manages the manufacture, installation and maintenance of parts and components for ANSTO divisions by scoping engineering solutions, project costs, quality and timelines.

### 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 Maintenance and Engineering 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 and the Camperdown Campus.

There are 3 main units within the ANSTO Maintenance and Engineering division are:

- Asset Management
- Facility Maintenance
- Support Workshops

### ACCOUNTABILITIES & RESPONSIBILITIES

As a linked role, it is the intention that this position will be initially recruited into the Band 4 level of which the employee will develop and acquire the competence, skills, knowledge and experience, over a period of time, to competently operate at the Band 5 level.

#### Key Accountabilities – Band 4

- Liaise and consult with clients prior to commencement of jobs to identify scope of project/ task and manage the relationships with all stakeholders
- Interpret engineering drawings, identify materials and components and interpret specifications
- Undertake Production Planning by initiating risk assessments, cost estimations, plan adequate manufacturing sequencing, quality planning, developing and negotiating timeframes and collate all information (drawings, specifications, etc) to enable an accurate plan to be developed for the job request that meets regulatory requirements and the specific needs of end product and clients
- Ensure all documentation in the production plan for manufacturing of components and the procurement of materials is complete and suitable for the job to be manufactured in a manner that allows efficient and effective progress of the request for service
- Liaise with clients and Supervisor and inform stakeholders how all project tasks are progressing by monitoring manufacturing status, agreed costs and timelines

- Keep project files up-to-date to ensure work meets strict control guidelines including regulatory requirements for ARPANSA and TGA licensing, by collating material certification, engineering certification and ensuring all documentation is recorded and filed
- Facilitate the subcontracting out of work to external contractors
- Ensure planned work meets Quality Assurance and GMP standards and work completed meets internal and external audits
- Responsible for liaising with ANSTO staff to build and encourage collaborative working relationships.
- Undertake purchasing requisition by utilising SAP to purchase project materials, components and consumable resources
- Undertake additional duties as required and during period of leave of other staff.

### **Key Accountabilities – Band 5**

In addition to the Band 4 key accountabilities, the key accountabilities for a Band 5 position are;

- Provide quality project management and technically sound engineering solutions to ensure the proper definition and then achievement of the stakeholder requirements. These requirements will include technical, budgetary, safety, commercial, regulatory, GMP and quality assurance requirements
- Monitor the capacity of the workshop by engaging the Workshop Supervisors in decisions relating to internal manufacture or outsourcing to ensure the most effective allocation of resources
- Undertake scheduling of routine and non-routine in-house maintenance and manufacturing activities to ensure completion to required delivery time frames
- Contribute to the manufacture of ANSTO material components utilising the SAP production and material management systems
- Manage the out-sourcing of project and task work to external contractors and monitor production progress and ensure outsourced activity complies with relevant Australian standards, codes and regulations
- Contribute to continuous improvement initiatives designed to enhance the performance of the Unit
- Facilitate sound technical services through the preparation, revision, modification and approval of specifications, drawing and other documents
- Interpret engineering drawings, identify materials and components and interpret final design specifications
- Liaise and consult with customers prior to the commencement of job and regularly thereafter to clarify the scope of project or task, provide updates on progress and manage relationships with all stakeholders
- Provide guidance and support to Workshop staff to assist in their development including sharing of knowledge, coaching and mentoring
- Facilitate manufacturing/engineering advice to internal customers by reviewing proposals, concepts, detailed design, manufacturing, and installation and commissioning
- Undertake production planning by initiating risk assessments, cost estimates, plan adequate manufacturing sequencing, quality planning, developing and negotiating timeframes and collating all information (drawings, specifications etc) to enable an accurate plan to be developed for the job request that meets regulatory requirements and the specific needs of the end product and customers

**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 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 Manager Central Scheduling & Supply on complex issues that have a significant impact on the work unit/division
- 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**

- Ability to interpret and translate what is required to develop an engineering solution that enables the manufacture of an end product cost effective
- Pro-actively seek process improvements to increase efficiency without compromising on quality and safety

**KEY RELATIONSHIPS**

Who	Purpose
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Recommend and gain endorsement for plans, goals, continuous improvement and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide advice and guidance as required</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> </ul>
ANSTO Managers/Employees	<ul style="list-style-type: none"> <li>• Provide support in relation to manufacturing, maintenance and installation</li> </ul>
<b>External</b>	
Sub Contractors/Preferred Suppliers	<ul style="list-style-type: none"> <li>• Procurement of project resources and services</li> <li>• Some supervision of external contractors may be required from time to time.</li> </ul>

## POSITION DIMENSIONS

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The Production Planner reports to the Manager Central Scheduling & Supply and works within a team of 7 Production Planners.

Staff Data	
Reporting Line	Development Workshop Manager
Special / Physical Requirements	
Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required to 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)
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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements
Linked Role	Transition from Band 4 to Band 5 may only occur following a recommendation from the relevant line manager, assessment by senior managers/technical experts and approval from the General Manager, AMMSG. Transition is not automatic and compliance with transition criteria and knowledge skills and experience at the Band 5 level will need to be demonstrated and assessed as per the Transition Criteria attached to this position description.

Workplace Health & Safety	
Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

### KNOWLEDGE, SKILLS AND EXPERIENCE

#### Band 4 position:

1. Trade qualifications in a relevant discipline.
2. Relevant post trade qualifications.
3. Relevant and advanced post trade experience.
4. Negotiation skills.
5. Proven demonstrable experience planning and prioritising multiple tasks.
6. Experience with MS Office and SAP database management.

7. Ability and willingness to work in a team with a focus on sharing of information and experience.

**Band 5 position:**

In addition to the Band 4 knowledge, skills and experience requirements for Band 5 are:

1. Diploma / Advanced Diploma qualification in relevant discipline or equivalent experience.
2. Ability to work independently on multiple projects and priorities.
3. Demonstrated experience managing contractors and suppliers.
4. Demonstrated experience in successful customer management.
5. Strong negotiation skills.
6. Strong communication skills with a demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management.
7. Ability to provide guidance, support, coaching and mentoring to Workshop staff to assist in their development.
8. Demonstrated ability to promote an environment of continuous improvement.

**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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Mark Moore	Name:	Mark Moore
Title:	Acting Development Workshop Manager	Title:	General Manager, Maintenance
Signature:	On File	Signature:	On File
Date:	31/03/2020	Date:	31/03/2020

