



## POSITION DESCRIPTION

<b>Position Title:</b>	Radioactive Waste Technician
<b>Cluster / Business Unit / Division</b>	Nuclear Operations and Nuclear Medicine
<b>Section or Unit:</b>	Waste Management Services
<b>Classification:</b>	Band 3 – 4 (linked role)
<b>Position Description Number:</b>	PD-1769
<b>Job Family:</b>	Operations
<b>STEMM/NON-STEMM:</b>	NON-STEMM
<b>Work Contract Type:</b>	Technical

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### POSITION PURPOSE

The Waste Processing Technician provides safe and efficient collection, storage, decontamination and disposal services for all radioactive and hazardous waste generated and/or stored within the ANSTOs Lucas Heights and Camperdown sites.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The Nuclear Operations division operates the OPAL reactor and provides nuclear services to the site, for the purpose of supporting the strategic objectives of ANSTO. This includes the provision of neutron beams for research institutes and irradiation services to ANSTO Health for the purpose of radiopharmaceutical production.

The Nuclear Services Section is responsible for managing radioactive waste, providing radiation protection services to internal and external clients, and environmental monitoring and assurance services in relation to ANSTO's ARPANSA Licences and supporting Plans and Arrangements.

The Waste Management Services Group is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO's strategic objectives, regulatory requirements and public expectations. The range of activities includes collection and processing of radioactive wastes, decontamination & decommissioning, compliance management, waste processing, treatment and conditioning of radioactive wastes in preparation for future disposal. This includes running projects to further develop capabilities in radioactive waste management.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

At the Band 3 role

- Work as part of a team to provide operational support to a variety of ANSTO's radioactive waste processing services
- Accountable for Business as Usual activities along with unplanned events within Remote Handled Waste, Contact Handled Solid Waste, Contact Handled Liquid Waste, Waste Characterisation, Decontamination, Laundry services and support to ANSTO's projects
- Ensure effective and compliant service for the collection, transportation, storage, processing, decontamination, characterisation of radioactive waste material in accordance with licence conditions, plans and arrangements and ANSTO's Safety Management System - this includes use of hot-cells and manipulators, use of SCADA systems, driving trucks, using pumping systems for site effluent and liquid waste treatment systems as well as corrosive chemicals and machinery to decontaminate items

- Establish and maintain productive relationships and provide advice to internal customers, in accordance with set guidelines, standards and service level agreements. Present a professional approach and ensure customers are informed of changes to activities or decisions that may affect the quality of service provided
- Proactively undertake inspections of waste, waste processing equipment and where necessary organise repairs and maintenance of facilities and equipment; provide written and verbal advice and feedback to management on equipment performance and waste processes to drive improvements to plant availability, safety and efficiency
- Maintain accurate master data /records in the waste inventory databases in a timely manner, including information relating to the treatment and condition of radioactive wastes in preparation for future disposal of disused radioactive materials
- Facilitate learning, mentoring and sharing knowledge with new team members of the Waste Management Services team to ensure an effective transfer of knowledge between team members and to assist in developing a fully cross functional/skilled team
- Review and update instructions and procedures and identify/suggest improvements to the working environment and equipment with a view to the maintaining and improving safe work processes
- Undertake additional duties as required and during period of leave of other staff.

In addition to performing all Band 3 accountabilities, the Band 4 role includes these additional accountabilities

- Work as a team to prioritise, plan and co-ordinate resources for the day-to-day work required for the week. Responsible for ensuring completion the work that is set for the week
- Maintain competence in all required areas of operation (as determined by Management) providing capability, flexibility and willingness to rotate across all relevant areas of Waste Management Services to meet operational needs in an efficient and cost-effective manner on a day to day basis
- Resolve complex problems in relation to Waste Management Services across the site to ensure safe, compliant, effective remediation of the problem
- Respond efficiently and effectively to critical hazardous events across ANSTO whilst using judgement and experience to safely implement controls under supervision to minimise the risk of injury to workers or damage to the environment, buildings or other structures
- Apply a broad knowledge of waste management techniques and practices to safely and efficiently process ANSTO's radioactive waste
- Undertake Initial trouble-shooting of plant and equipment malfunctions and follow up of all maintenance activities which may result
- Mentor, oversee and facilitate high level training to other Waste Management Services staff on Waste Management Services practices, processes and procedures, including work safety and compliance practices and provide supervision (CS2) to external contract staff
- Collaborate with peers in Waste Management Services to improve services, processing efficiency and new plant and equipment within Waste Management Services
- Continual improvement of WMS plant, equipment and processes
- Contribute to user requirement specifications for new plant and equipment as well as commissioning and trouble shooting.

## **Decision Making**

At the Band 3 role

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Nuclear Operations strategy and Waste Management Services objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of data recorded in the electronic databases, and is required to ensure that decisions are based on sound evidence

- Collaborating with customers to decide on the best way to segregate, package and handover waste so that the waste is safely and effectively removed from the waste generation site.
- Deciding whether a waste package is acceptable to be collected
- 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).

In addition to all Band 3 decisions, the Band 4 role includes these additional decisions

- 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
- Determines key work priorities within the context of agreed work plans and will consult with the Waste Supervisors on complex, sensitive and major issues that have a significant impact on Waste Management Services (Remote Handled, Contact Handled Solid, Contact Handled Liquid or Decontamination teams)
- Responsible for managing BAU operations on a day-to-day basis without oversight from supervisors
- Using experience and judgement to determine the preliminary waste characterisation and triage the waste to the most appropriate waste technologies and practices. Determine the appropriate controls for the hazards in the waste and process
- Logistics of moving the wastes around site in the most efficient manner
- Maintaining a safe working environment and identifying sustainable practices.

### Key Challenges

- Improving customer service, response times and delivery efficiencies
- Ensuring customer satisfaction is maintained across the various functional areas of ANSTO
- Guiding and educating customers on the appropriate ways to handle, segregate and package wastes
- Ensuring the successful implementation of strategic objectives and task completion whilst managing conflicting priorities and deadlines
- Developing and maintaining a knowledge of the hazards specific to the different functional areas of ANSTO and the types of radioactive waste and hazards that are specific to each, and the appropriate waste management process for the waste types
- Development, maintenance and continuous improvement of systems and procedures

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Supervisors / Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice on best waste management practices</li> <li>• Staff engagement, rotations and quality recruitment</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning, resourcing and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Waste Engineers	<ul style="list-style-type: none"> <li>• To develop new projects, processes and equipment to improve workflow</li> </ul>

	<ul style="list-style-type: none"> <li>To implement and have operational handover of completed projects</li> </ul>
Customers (OPAL, ANSTO Health, NSTLI, ANM, SyMo)	<ul style="list-style-type: none"> <li>To collect waste and discuss the most appropriate waste packages and collection methods for the waste they produce</li> <li>To provide expertise and guidance on how to handle, segregate and package radioactive wastes</li> <li>Understanding the wastes that they produce and improvements that could be made</li> </ul>
Health Physics	<ul style="list-style-type: none"> <li>To confirm items are safe for transport and items are no longer radioactive.</li> </ul>
<b>External</b>	
Regulators (ARPANSA / Sydney Water)	<ul style="list-style-type: none"> <li>Communicate and provide advice to regulators and answer questions.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Leader, Waste Operations
Direct Reports	Nil
Indirect Reports	Nil
<b>Special / Physical Requirements</b>	
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:	Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment including wearing respiratory equipment
Radiation areas:	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:	After hours work may be required for short and infrequent periods Required to participate on an on-call roster 24x7x365
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance
<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Area Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

See Attached

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

At the Band 3 role

1. High School or equivalent Qualification in a Science, engineering or industrial field
2. Demonstrated experience and/or knowledge of operating plant and equipment in a highly regulated environment, hazardous industries
3. Demonstrated ability to apply sound judgement
4. Demonstrated ability to apply problem solving skills to resolve issues of a complex nature
5. Demonstrated ability to train, mentor and share knowledge with team members
6. Demonstrated experience in managing effective relationships with key stakeholders
7. Sound computer skills with ability to operate SAP and MS Office products to enable completion of activities
8. Ability to apply instructions, procedures and policies in accordance with safety and regulatory requirements
9. Willingness to develop skills using trade knowledge, practical skills and experience to safely use powered hand and pneumatic equipment including plasma cutter, grinders, and other cutting equipment

The Band 4 role requires:

1. Tertiary qualification in a relevant discipline such as industrial trade qualifications, Cert IV in WHS, Cert IV in waste management
2. Demonstrated competence in two Waste Management Services operational areas and two additional operational activities
3. Demonstrated ability to supervise contractors and train, mentor and assist staff to gain accreditation/competence in a variety of Waste Management Services service areas
4. Demonstrated ability to build and maintain effective and strong relationships with all stakeholders
5. A current knowledge and understanding of ARPANSA regulations and conditions and the ANSTO Work Health and Safety Management System
6. Possess the following current training and licences:-
  - a. Working at ANSTO – mandatory courses,
  - b. Radiation training,
  - c. Radioactive Waste Management Unit (through ANSTO Radiation Services)
  - d. Basic decontamination competency
  - e. Hazardous Chemical Safety,
  - f. Hazardous manual tasks,
  - g. Safe Working at heights,
  - h. Confined space accreditation,
  - i. Contractor Supervisor training,
  - j. Forklift licence,
  - k. Dogman licence (pendant crane) (Bridge and Gantry Crane licence in ILW),
  - l. Heavy rigid truck licence (Heavy Combination in ILW),

### Transition Criteria

ANSTO will support and fund the following requirements for transition from Band 3 to 4:

1. Tertiary qualification in a relevant discipline. Examples include (but are not limited to) industrial trade qualifications, Cert IV in training, Cert IV or Diploma in waste management, etc.
2. ANSTO Mandatory training
  - Ethics training
  - Workplace bullying and harassment Awareness
  - Security Awareness
  - Radioactive Waste Management Unit (through ANSTO Radiation Services)
3. Relevant technical experience and licences
  - Hazardous Chemical Safety
  - Hazardous manual tasks
  - Radiation training
  - Safe Working at heights
  - Confined space accreditation
  - Contractor Supervisor training
  - Forklift licence
  - Dogman licence (pendant crane)
  - Heavy rigid truck licence (Heavy Combination in ILW).
4. Demonstrated proficiency and ability to independently perform all the following competencies within Waste Management Services
  - Electronic tracking of waste and work records (RWTS, SAP, Spreadsheet or other equivalent system)
  - Understanding of Laundry processing & operations
  - Radioactive waste transport
5. Demonstrated competence in all operational activities of at least two operational areas, and demonstrated competence in at least one operational activity from another two operational areas.

Operational Area	Operational Activity	
Contact Handled Solid Waste (CHW)	Solid waste processing Radiological characterisation of waste Solid Waste Conditioning	
Contact Handled Liquid Waste (CHLW)	Effluent plant operations Liquid waste treatment Nuclear Materials handling (including Criticality and ASNO training)	
Decontamination	Basic decontamination techniques Intermediate decontamination techniques Advanced decontamination techniques	
Remote Handled Waste (RHW)	ILW techniques and operation (including SUF) Hot cell operations	

	Pond operations Radioactive Source operations	
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Prior experience in a relevant area may count towards one operational activity in another operational area. This is considered recognition of prior learning. These requirements are detailed in the P6599 Training in Waste Management Services

6. Demonstrated knowledge of workplace health and safety requirements, including regulated requirements, risk assessments and implementing risk mitigations
7. Demonstrated ability to deal fairly with clients and maintain good working relationships across the site
8. Demonstrated ability to independently and responsibly perform Band 4 accountabilities and apply required knowledge/skills/experience for a Band 4 position(not included above) by exercising sound individual judgement that will not challenge the safety and reliability of the facilities and meet all regulatory requirements
9. Demonstrated ability to apply sound judgement and demonstrate problem solving ability when faced with complex technical issues and problems
10. Demonstrated ability to supervise external contract staff and act as Contract Supervisor.

Compliance with transition criteria will need to be demonstrated and assessed. Transition from Band 3 to Band 4 will occur following a recommendation from the relevant line manager, assessment by group leaders and Waste Management Services Manager and approval from General Manager, Nuclear Operations.

**VERIFICATION**

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	C Walker	Name:	P Naidoo-Ameglio
Title:	Manager, Waste Operations	Title:	General Manager, Nuclear Operations and Nuclear Medicine
Signature:		Signature:	
Date:		Date:	