

POSITION DESCRIPTION

Position Title:	Quality & Systems Coordinator
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	Administration
Classification:	Band 3
Job Family:	Administration
Position Description Number:	PD-2124
Work Contract Type:	Administration
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Quality and Systems Coordinator is to provide support to ANSTO's Commercial Products and Services (CPS) cluster including coordination of the Quality, Safety & Environmental management systems, project finance reporting and provision of operational / administration support across the cluster.

The position is key in ensuring that CPS maintains a high level of customer service and compliance with its business systems.

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.

Commercial Products and Services brings together the key areas of ANSTO's Businesses, Innovation Precinct and Business Development.

POSITION ENVIRONMENT

The Quality and Systems Coordinator reports to the Operations Manager - Minerals, while providing support to CPS Management Team in the provision of timely financial and logistical support. The Quality and Systems Coordinator works very closely with the Group Executive - CPS as well as backing up the CPS and Minerals PAs during periods of absence.

The position's key internal customers include CPS staff and management, staff in Quality roles across site, as well as other staff from advisory and support divisions across site.

External stakeholders include customers, regulatory bodies, government agencies and suppliers.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- In liaison with the Manager - QMS, coordinate and contribute to the maintenance (including ongoing improvement) of the CPS Quality, Safety and Environmental Management Systems, including but not limited to, audits, training, controlled document management, calibrations, management review and KPI reporting.
- Coordination of records management, including corrective and preventative actions, documents and liaising with the Operations Manager – Minerals and quality coordinators across ANSTO regarding common issues and lessons learnt
- Provide monthly KPI and financial reporting for CPS including projects, enabling client billing for time and materials by extracting data from SAP and required databases. Complete analysis of KPIs and reports as requested. Provide status reports on all requested regulatory, safety and quality issues to Management
- Analyse and review labour hours of staff and contractors and sample analysis for monthly reporting. Ensure accuracy of information in various databases, including SAP enabling timely project review and client invoicing.
- Apply knowledge of databases and spreadsheets to improve systems and processes in operations across CPS
- Take the lead as the Intranet Content Editor for CPS, administering the intranet page and uploading new content.
- Administer management systems including analytical database, calibration and equipment maintenance registers
- Provision of general administration and office support within the CPS Cluster
- Support the Minerals PA to publish and distribute approved Project reports to internal and external stakeholders. This includes the maintenance of the Endnote database and archival of confidential project reports
- Work in a highly collaborative and proactive way, building and maintaining productive working relationships within the work team, in particular working seamlessly with the CPS and Minerals PAs as well as undertaking additional duties as required and during other PA's absence

Key Challenges

- Working with CPS staff to ensure the implementation of effective and appropriate processes to promote safe and compliant practices.
- Manage timely reporting of all key project and financial items on a monthly basis
- Manage conflicting priorities in respect of work delegated from various members of CPS
- Actively seek to add value across CPS by streamlining processes and recommending improvements
- Ensure customer satisfaction by following through on requests and coordinating the flow of information as appropriate

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Operations Manager - Minerals
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
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
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Relevant certificate in finance, office administration or equivalent experience;
2. High level of proficiency in Microsoft Office (especially Excel) is essential with experience in business systems such as SAP and database systems being a significant advantage;
3. Ability to write concise procedural documents
4. Ability to work independently and within a team environment;
5. Well-developed administrative skills with attention to detail and a well organised approach to work;
6. Ability to cooperate with and influence key stakeholders to achieve set objectives.
7. Ability to deal with confidential matters with discretion;
8. Strong customer focus
9. Experience in procurement and basic accounting methods is desirable;
10. Demonstrated relevant experience in Quality Assurance within an Engineering, Science or highly regulated environment is desirable;

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:	Hamilton Wearing	Name:	
Title:		Title:	
Signature:		Signature:	
Date:		Date:	

