



POSITION DESCRIPTION

Position Title:	Officer Stores - Clayton
Cluster / Business Unit / Division	Finance & Operational Services
Section or Unit:	ANSTO Enterprise/Supply Chain Services
Classification:	Band 4
Job Family:	Operations
Position Description Number:	PD-2135
Work Contract Type:	Technical
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Officer Stores is responsible for all leading all stores and warehousing activities which include receipt, storage and dispatch of goods and assets in accordance with ANSTO and Clayton Synchrotron specific procedures and guidelines. The position ensures the efficient utilisation of facilities for storing and distributing products and goods within the organisation based at the Clayton facility.

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.

ANSTO is structured around 5 primary business clusters, including Nuclear Science and Technology and Landmark Infrastructure (NSTLI), Research Translation & Aust. Synchrotron, Nuclear Business (NB), Nuclear Operations (NO) and an Enabling cluster.

This role sits within the Financial and Operations Services (FOS) Division; FOS has a number of distinct activities:

- 1) To provide finance, accounting administration & controllership, treasury, supply chain & procurement support,
- 2) To provide quality organisational improvement leadership, advice and support
- 3) To provide commercial financial systems and process support and analysis
- 4) To provide leadership in Government accounting & budgeting / reporting
- 5) To provide client based enterprise systems leadership and support
- 6) To provide consulting operational support
- 7) To provide Governance in the areas of compliance, risk & audit.

ANSTO Enterprise Services comprises four key groups,

- Employee Lifecycle Services which provides services that manage the lifecycle of people at ANSTO including recruitment, on-boarding\candidate screening, security, HR, medical, benefits and compensation, payroll, cross-boarding and off-boarding.
- Business Services which provides transactional business financial services to support operations of ANSTO, including accounts payable, accounts receivable, asset management, Financial & Management accounting and expense management and tax services.
- Supply Chain & Logistics Services to support the various areas of ANSTO including end to end procurement delivery and operations, storage of assets and products, movement of assets and

products, stores, warehouse management, stock takes, spare parts management, dispatch and delivery.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Leading the various receipting, despatching, distribution and processing goods and documents through the Receiving Store including the receipt and storage of speciality items and assets for capital projects.
- Manage and interpreting SAP delivery conditions, conduct inspections and receipt goods into SAP, to activate the Supplier payment process.
- Manage the receipt of goods as per the Synchrotron Stores procedure including where goods or packaging are damaged.
- Leading the regulated stock takes and cycle counting required for Audit compliance.
- Loading and unloading goods in a safe manner to avoid personal injury and to minimise any damage to the goods in accordance with Chain of responsibility obligations.
- Conducting, reporting Warehousing and Stores Safety Audits and implementing any improvements arising from investigations.
- Maintain the Synchrotron specific Stores procedure document.
- Maintaining the store room in accordance with industry best practice, ensuring equipment is managed and maintained as fit for purpose. Coordination of the purchase of and maintenance of equipment suitable for storeroom activities.
- Manage the logistics for all returned purchased items locally and internationally ensuring the appropriate documentation is in place to prevent delays in shipping
- Picking goods correctly to reservations or other forms of SAP demand and transferring them in a timely and accurate manner from the Central store.
- Manage the ordering of central Stores consumables, ensuring sufficient supply of items in stock
- Manages the ordering, checking and distributing of gases across site
- Contribute and respond to the internal and external audits requirements
- Undertake additional duties including Asset Facilities as required and during period of leave of other staff.

Decision Making

- The position requires self-management, and operates autonomously across a broad range of services & transaction activities
- Judgment on locating owners of items and the suitability of packaging of items for courier pick ups
- Judgement on best method for shipping overseas to ensure limited charges and taxes and mitigation of risk of transport delays
- The position works within a framework of legislation, policies, professional standards and resource parameters.
- Determines the key Synchrotron specific procedure document and consults with Manager on any complex or major change to ensure its in alignment with ANSTO wide procedures.
- The ANSTO values, organisational corporate plan, business plan, organisational excellence program, the various business strategies and objectives provide the context for the position.
- Leadership & initiative to determine key work priorities within the context of agreed work plans and will consult with the Manager on complex, sensitive and major issues that have a significant impact on the customer.
- Determines the priorities for the backup and relief Stores person (Facility maintenance technician or Security).
- 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

The major challenges for this position include:

- Maintaining the logistics operations of the Store including Ensuring compliance with legislative and quality. Operating independently, making decisions to ensure stores & warehouse functions support the business in an efficient and cost effective manner.
- Ensuring the received Synchrotron Users Samples are stored securely in a temporary holding bay within stores and if required within an appropriate temperature controlled facility until collected by User or beamline personnel
- Managing customer orders effectively and efficiently, keeping abreast of customer requirements and order movements
- Improving customer service, response times and delivery efficiencies, ensuring DIFOT and other KPIs are met whilst handling a variety of goods in a safe manner
- Responding quickly to alert purchasing, requisitioner or quality of discrepancies when receiving inbound goods
- Troubleshooting inventory errors occurring through SAP given there are so many factors such as misallocations, failure to scrap, and failure to record movements
- Complying with Commonwealth guidelines whilst keeping to tight time constraints, and justifying purchasing waivers

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular status reports, receive performance feedback and consult on the management of sensitive or business critical issues • Recommend and gain endorsement for plans and goals and other initiatives • Recommend and gain endorsement for Synchrotron specific procedures
Work area team members	<ul style="list-style-type: none"> • Provide 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"> • Nil
Indirect Reports	<ul style="list-style-type: none"> • Provide guidance and direction • Set tasks for required activity
Other departments (various)	<ul style="list-style-type: none"> • Liaise with AES Management to ensure alignment with overall consistent business process across all sites
External	
Freight Service providers and third party logistics partners	<ul style="list-style-type: none"> • Ensure any shipment issues are quickly resolved • Follow Chain of responsibility guidelines.
Suppliers	<ul style="list-style-type: none"> • Preparation of orders, resolving issues and complaints

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager Warehouse & Logistics with local oversight by the Senior Manager Synchrotron Operations (Clayton)
Direct Reports	Nil

Indirect Reports	<ul style="list-style-type: none"> • Facilities Work Supervisor (Clayton) • Security for out of hours Stores
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Special / Physical Requirements	
Location:	Clayton 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) Labour intensive physical requirements (sitting, standing, frequent manual handling up to 20kg) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Working in a loud environment Public speaking 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
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
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 Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualifications in supply chain or other appropriate discipline and / or equivalent relevant experience.
2. Experience in the management of despatch and distribution of time sensitive goods.
3. Forklift, rigging and Drivers Licence including desired requirement to hold a heavy vehicle Drivers Licence.
4. Demonstrated commitment to safety including knowledge of and application of correct manual handling techniques and proven housekeeping skills.
5. Experience in operating and interpreting Security Scanning Equipment.
6. Understanding and interpretation of Material Safety Data Sheet (MSDS).
7. Medium level computing skills including SAP or database experience.

8. Experience conducting safety audits, writing reports and recommending supply chain improvements.
9. Experience working with various types of plant and equipment.
10. Ability and willingness to follow procedures.
11. Demonstrated ability to communicate effectively in a dynamic operational environment, working within a team under limited supervision.
12. Commitment to quality customer service, with a proactive approach and a determination to follow through to ensure work meets customer expectations are integral to the role.

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:	Anthony Karantonis	Name:	Grahame Batger
Title:	Team Leader Distribution	Title:	GM AES
Signature:		Signature:	
Date:		Date:	