



**POSITION DESCRIPTION**

|   |                                       |
|---|---------------------------------------|
| <b>Position Title:</b>                    | Planning Supervisor                   |
| <b>Cluster / Business Unit / Division</b> | AME – ANSTO Maintenance & Engineering |
| <b>Section or Unit:</b>                   | Maintenance                           |
| <b>Classification:</b>                    | Band 5                                |
| <b>Position Description Number:</b>       | PD-2063                               |
| <b>Work Contract Type:</b>                | Professional                          |

**POSITION PURPOSE**

The Planning Supervisor coordinates the maintenance planning and management functions in relation to the AME Planning portfolios and associated AME assets. The role will support the Manager, Contracts and Facilities Services in the day to day work order/task management, allocation, prioritisation, completion, & verification processes as required by the business.

The role will support the further development of a customer service approach to Asset Management along with alignment to the wider ANSTO Strategic objectives, being a tactical role the focus will be on the accurate provision of service through the further development of maintenance strategies and master data validation to ensure correct business operation is adhered too, the role will provide insight, guidance and contribute to the development, coordination and improvement of organisational asset management systems and practices, comprising the processes, methods, techniques and delivery methodology.

**ORGANISATIONAL ENVIRONMENT**

The Australian Nuclear Science and Technology Organisation (ANSTO) is the national organisation for nuclear science and technology and use nuclear science to benefit industry, people and the environment. We focus on delivering excellence in innovation, insights and discovery through our people, partnerships, nuclear expertise and landmark infrastructure.

AME 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, Camperdown and the Australian Synchrotron at Clayton, Victoria.

There are 5 main units within Maintenance:

- Infrastructure/Spatial Planning and Property Management
- Active Maintenance & Response
- Contracts and Facilities Services
- Maintenance Transformation
- Workshops Central Scheduling and Supply
- Production and Support Workshops.

**ACCOUNTABILITIES & RESPONSIBILITIES**

**Key Accountabilities**

**Accountabilities**

- Develop, establish, maintain and execute effective maintenance strategies, maintenance plans, maintenance work order information and work instructions across multiple portfolios.

- Provide leadership and guidance by delivering on process improvement initiatives within the contractor management sphere, contractor training matrix and document compliance (Barringtons/Smartek)
- With guidance and support, manage small projects from conception to finalisation, including scope management, supervision, cost control, time management, risk management, quality/safety/environmental, contract administration
- Ensuring work is delivered on time and budget;
- Ensuring all Project Planners adopt the documented business process and follow a standardised format for creation, closure and validation of all maintenance work activities.
- Resolve day to day issues with planning team and authorise urgent repairs.
- Review and validate asset information within SAP to enable effective and efficient data integrity.
- Ensure the conduct of maintenance tasks and other associated activities are conducted in accordance with appropriate radiation safety and WHS requirements.
- Manage staffing requirements of the planning group with regards to day to day operational concerns, APEA's, training, leave balances and timesheet approvals etc.
- 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 stakeholder relationships and ensure all stakeholders and customers are informed of progress;
- Develop internal and external networks to allow for external collaboration and sharing of information;
- Review and identify opportunities to improve and ensure quality control and compliance including participating in audits;
- Undertake additional duties as required.

### **Decision Making**

The levels of authority the position holds in respect to decision making include:

- The Planning Supervisor is responsible for making day-to-day decisions on the planning of maintenance of the site and the use of its resources for maintenance tasks with oversight from the Manager, Maintenance Contracts and Facilities Services.
- This position requires decisions to be made surrounding the suitability of adequate safety controls required to remove or mitigate risks around site.
- The Planning Supervisor at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice to ensure the safety of staff members, the public and to ensure the protection of facility infrastructure.
- This position is responsible for the execution of tasks based on priority and criticality, the role will ensure that strategic direction is effectively translated to tactical operations across multiple areas of the business.
- 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**

- Developing and maintaining maintenance strategies
- Developing new training/accreditation validation process for contractors with accompanied documentation that meets ANSTO requirements.
- Ensuring all Project Planners adopt the documented business process and follow a standardised format for creation, closure and validation of all maintenance work activities
- Ensuring relevant Australian, international, and nuclear standards are maintained within the maintenance strategies.

- Develop multiple technically competent and workable solutions requiring a diverse range of technical and construction knowledge and experience.
- Reacting to ever changing portfolios and responsibilities with ease and flexibility.

## KEY RELATIONSHIPS

| Who  | Purpose   |
|--|---|
| <b>Internal</b>  |   |
| Manager, Maintenance Contracts and Facilities Services | <ul style="list-style-type: none"> <li>• Direct report to the Manager, Maintenance Contracts and Facilities Services</li> <li>• Receive guidance and direction on maintenance tasks.</li> <li>• Advise on maintenance methodology and conduct.</li> <li>• Staff engagement and quality recruitment.</li> <li>• Negotiate and report on budgets and resources consistent with facility plans and schedule.</li> <li>•</li> </ul> |
| AME Project Planners                                   | <ul style="list-style-type: none"> <li>• Work in conjunction to coordinate the facility on a day-to-day basis.</li> <li>• Manage the split between operational and maintenance resourcing and tasks.</li> <li>• Provide advice on maintenance requirements.</li> <li>• Seek input to inform the operational schedule for planned and unplanned maintenance and training requirements for maintenance tasks.</li> </ul>          |
| <b>External</b>  |   |
| ARPANSA/TGA/GMP  | <ul style="list-style-type: none"> <li>• Participate in Audits and complete audit preparation.</li> </ul>   |
| Suppliers  | <ul style="list-style-type: none"> <li>• Develop and manage supply agreements for equipment and spare parts.</li> <li>• Scope contracts and assist in the development of contractual documentation.</li> </ul>  |

## POSITION DIMENSIONS

| <b>Staff Data</b> |   |
|-------------------|---|
| Reporting Line    | Reports to the Manager, Contracts & Facilities Services |
| Direct Reports    | 7 Project Planners                                      |
| Indirect Reports  | Nil   |

| <b>Financial Data</b> |  |
|-----------------------|--|
| Revenue / Grants      | Nil  |
| Operating Budget      | Under the supervision of the Manager, Contracts and Facilities Services the Planning Supervisor will coordinate an operational expenditure of Approx. \$3M per year. |
| Staffing Budget       | Project Planners allocation.   |
| Capital Budget        | +\$750K Annually   |

## Special / Physical Requirements

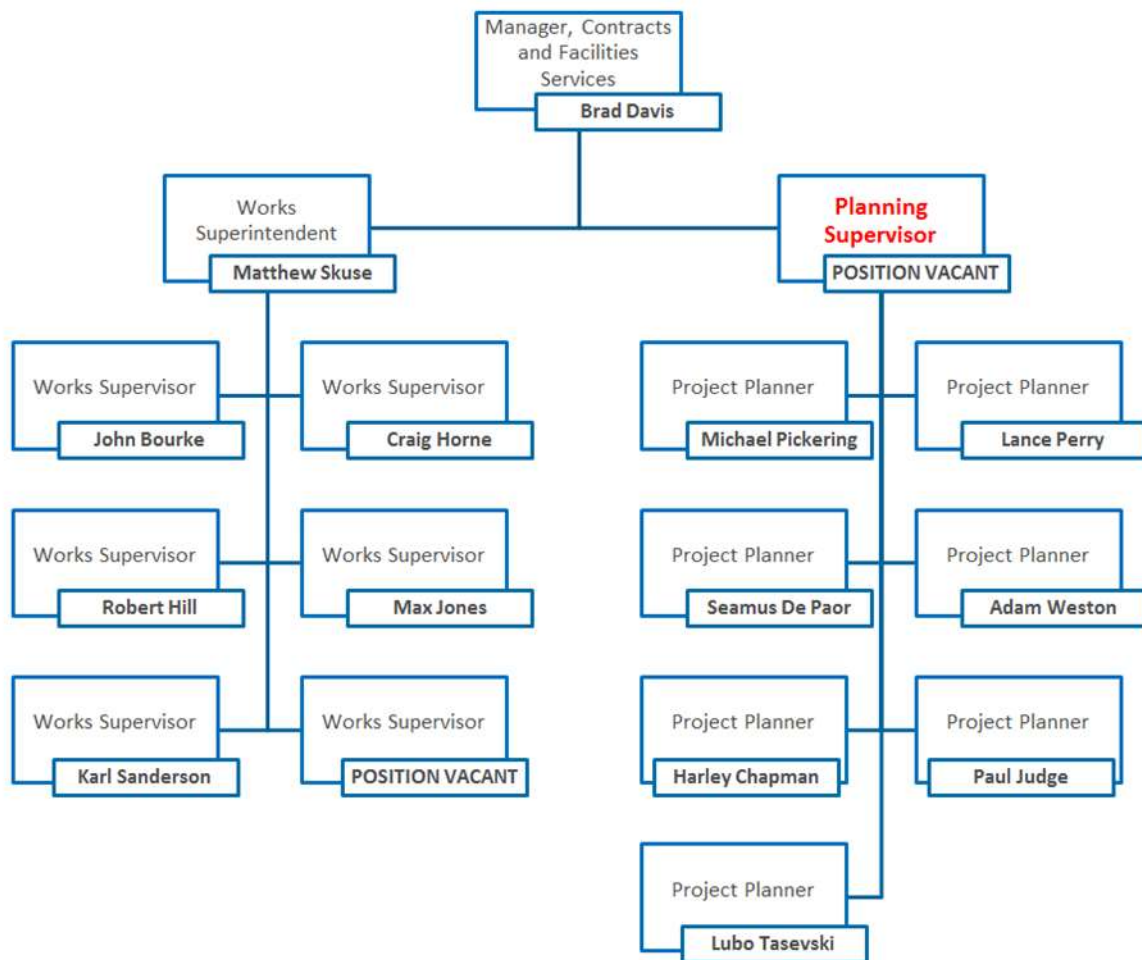
|                         |   |
|-------------------------|---|
| Location:               | Lucas Heights<br>Working in different areas of designated site/campus as needed   |
| Travel:                 | May be required travel to ANSTO sites from time to time   |
| Physical:               | Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)<br>Wearing personal protective equipment for the handling of hazardous and/or radioactive materials<br>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<br>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<br>After hours work may be required for short and infrequent periods  |
| Clearance requirements: | Satisfy ANSTO Security and Medical clearance requirements   |

### **Workplace Health & Safety**

|   |  |
|---|--|
| Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System | All Workers<br>Managers / Leaders / Supervisors<br>Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties |
| Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System | All Workers<br>Managers / Leaders / Supervisors  |

### **ORGANISATIONAL CHART**

As per published organisation chart



#### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade or higher qualifications in relevant technical discipline and extensive supervisory experience as a maintenance manager in a building and/or industrial environment;
2. Electrical trade qualifications are highly desirable.
3. Broad and extensive experience managing building and/or contractors and/or contracts;
4. Experience developing creative and systematic technical solutions;
5. Good knowledge of relevant Australian Standards, Codes and other statutory requirements, especially relating to the engineering and building construction industries.
6. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management;
7. Ability to establish and maintain collaborative and supportive relationships with internal and external customers;
8. Willingness to pro-actively share knowledge, information and insight with team members.
9. Demonstrated experience in successful customer management;
10. Ability to think strategically, influence and negotiate.

**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:               | Brad Davis                               | Name:                      | Mark Moore                    |
| Title:              | Manager, Contracts & Facilities Services | Title:                     | General Manager - Maintenance |
| Signature:          |  | Signature:                 |                               |
| Date:               |  | Date:                      |                               |