



POSITION DESCRIPTION

Position Title:	Silicon Technical Officer
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	Silicon Operations
Classification:	Band 4
Job Family:	Service Delivery
Position Description Number:	PD-0258
Work Contract Type:	Technical
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Silicon Technical Officer is to provide technical and administrative support to the ANSTO Silicon business. The Silicon Technical Officer also coordinates day to day logistics contributing to smooth production and optimised business outcomes.

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 includes several businesses that have a commercial focus including, ANSTO Minerals, ANSTO Radiation Services, Nuclear Waste solutions, Business Development, Silicon, Integrated Business planning and Marketing and Sales.

Silicon is responsible for effective management within the internal and external environments to achieve the best possible business outcome from silicon irradiations for ANSTO.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Contribute to planning silicon production, assign customer consignments for irradiation service and prepare shipping schedules
- Interfaces with and coordinate activities with OPAL Utilisation regarding silicon irradiations
- Maintain ongoing communication and consultation with customers, provide reports on activities and progress of their orders
- Provide administrative support by using the SAP system and OPAL1 bespoke application for invoicing customers and for generation of shipping documentation
- Contribute to documenting and investigating non-conformances, actively looking for solutions and initiating corrective action
- Contribute to review of work practices and quality documentation to achieve continuous improvement of production and business processes
- Taking a proactive approach to providing contribution to continuous improvement of the production and business processes
- Contribute to establishing a strong business relationship with clients through commitment to quality, achievement of desired outcomes and a determination to follow through.

- Assist in receiving / shipping silicon orders including handling the silicon when required
- Maintain goods inventory up to date and support all administrative activities as required
- Undertake additional duties as required and during periods of leave of other staff.

Key Challenges

- Pro-actively keeping up to date with new technologies and work methods.
- Communicating effectively and clearly with different groups
- Evaluating issues brought about by factors of varying complexities
- Contributing to coordinating, planning and prioritising production
- Maintaining focus on quality customer service and meeting production deadlines
- Sharing knowledge and experience within the team

KEY RELATIONSHIPS

Outline the critical internal and external relationships of the position and the purpose for interaction. Use either specific, generic or general titles (not individuals names) or refer to groups, committee's, organisations or industry groups (i.e. Universities). Only include those that are contacted or met with frequently or which are important to the positions work.

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Other departments (name) ANSTO Enterprise Services – Silicon Warehouse Team	<ul style="list-style-type: none"> • Coordination of logistics as per Customer requests • Obtain status updates to provide to Customers as needed
External	
Silicon Irradiation Customers	<ul style="list-style-type: none"> • Receive and process orders • To provide status updates for return shipping of material • To clarify and resolve any issues with orders or logistics •
Title, group, committee, industry or business	<ul style="list-style-type: none"> • Purpose • Purpose

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Operations Manager Silicon Irradiation
Direct Reports	Nil
Indirect Reports	Nil
Financial Data (2021/2022)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	Lucas Heights / 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) 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
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. Trade qualifications in a relevant discipline.
2. Ability to co-ordinate and plan work schedules and continually review and reorganise work plans and activities to manage conflicting priorities.
3. Strong written and verbal communication skills to ensure clear articulation of requirements to others within the team
4. Computing skills including MS Word, MS Excel
5. Strong client focus particularly in regards to following through and being pro-active in meeting customer needs and expectations
6. Ability to work in a team, including pro-activity around the sharing of knowledge and experiences within the team.
7. Strong attention to detail to deliver accurate results
8. Deadline driven and reliable

VERIFICATION

Line Manager		Delegated Authority	
Name:	Vitali Polonski	Name:	Director – ANSTO Businesses
Title:	Operations Manager Silicon Irradiation	Title:	Jayne Senior
Signature:		Signature:	
Date:		Date:	