

POSITION DESCRIPTION

Position Title:	Fabrication Supervisor
Institute / Division / Business Unit:	ANSTO Maintenance & Engineering (AME)
Section or Unit:	Active Maintenance & Workshop Production
Classification:	Band 5
Position Description Number:	PD-2109
Work Contract Type:	Technical

POSITION PURPOSE

The primary objective of the Fabrication Supervisor is to supervise the operational activities of the Active Fabrication and Sheet Metal, Manipulator, and Production Workshop teams in the delivery of in-house routine and non-routine plant maintenance services, machining and fabrication services across site to support ANSTO's business activities.

Organisational Environment

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

The ANSTO Maintenance & Engineering team is dedicated to enhancing and maintaining ANSTO's facilities and environment to ensure 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 ANSTO, the National Medical Cyclotron at Camperdown, and the Synchrotron in Melbourne.

There are 5 main units within the Maintenance arm of AME, these are:-

- Maintenance Transformation
- Site & Active Maintenance
- Maintenance Contracts & Planning
- Landlord
- Workshop Production and Support Workshop

This role sits within the AME Maintenance unit.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Lead teams to deliver quality and timely in-house maintenance and workshop services to be completed on time, within budget and in compliance with appropriate quality including documentation and safety standards by setting work objectives, managing performance and providing assessment of team member's performance including monitoring and conducting inspections of completed work to ensure compliance.
- Review workshop jobs and prioritise and allocate work based on workload and complexity of work by reviewing and reorganising work plans and maintaining ongoing communication with customers. This will include interpreting instructions, plans or diagrams and translating into work activities including interacting with technical experts on multi-disciplinary work.

- Assess safety requirements of all work to ensure appropriate guidelines and SWMS are developed and staff are appropriately briefed and trained including safety risk assessments and contractor inductions.
- Support team members by providing advice and coaching and ongoing communication with clients, including providing reports on progress of maintenance work and training to enhance the expertise of individuals and the team based on allocated work.
- Review and approve purchase requisitions for the procurement of equipment, tools and materials required to complete projects and maintenance work and maintain accurate information and records within the Computerised Maintenance Management System (CMMS).
- Contribute to and support small to medium maintenance projects by providing practical expertise and completing allocated project activities within time, scope and budget.
- Resolve maintenance issues including stakeholder management and resolving conflicting priorities and complex technical issues.
- Drive continuous improvement by encouraging the sharing of knowledge and experiences within the unit by reviewing and identifying opportunities and maintain knowledge of the latest developments in fabrication and sheet metal maintenance, workshop procedures and technologies and implementing improvements as identified.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The position operates in structured operating environment that is subject to established policies, procedures and practices underpinned by Australian Standards, quality and safety procedures and other statutory requirements.
- Requires a high degree of autonomy in respect to their day to day work priorities and is expected to make day-to-day decisions relating to work priorities and workload management, for themselves and any staff supervised.
- Utilises judgement to independently assess priorities of multiple work orders and allocate and delegate responsibility across team to ensure all work requests undertaken with appropriate technical skills and meets deadlines.
- Consults with management on decisions, timeframes or requirements pertaining to work plans.
- 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).
- Responsible for when work is completed/fit for purpose.

Key Challenges

The major challenges for this position include:

- Improving communication to ensure that customer expectations are met.
- Prioritising workload where there are multiple customer requirements and unplanned activities requiring to be completed within tight timeframes.
- Developing and retaining specialized trade technicians that can meet constantly changing demands and ANSTO specific requirements.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Line Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide advice especially on machinery and staff skillsets levels. • Negotiate and report on resources, and work plans

	<ul style="list-style-type: none"> Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> Contribute to the decision making processes, planning and goals Collaborate and share accountability Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> Provide leadership, guidance and support Set performance requirements and manage performance and development through the APEA process.
Customers	<ul style="list-style-type: none"> Establish and maintain collaborative relationships Understand customer requirements Provide timely and quality services Provide regular progress reports
External	
External stakeholders. Customers - include CSIRO, Synchrotron and various government departments and universities. Materials and machinery suppliers including contractors.	<ul style="list-style-type: none"> Establish and maintain collaborative relationships

POSITION DIMENSIONS

Staff Data	
Reporting Line (Direct)	Reports to the Line Manager
Reporting Line (Indirect)	Provides feedback to the Planning group.
Direct Reports	As per Organisational Chart
Indirect Reports	Apprentices

Special / Physical Requirements	
Location:	Lucas Heights, Camperdown or Clayton. Working in different areas as required
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, minimum 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 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 or at heights including wearing respiratory equipment

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 After hours work may be required for short and infrequent periods Requirement to actively participate as a member of the on call roster where required.
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>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Managers / Supervisors 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

Available on the ANSTO intranet

KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree/diploma in Fabrication Engineering or relevant discipline or equivalent experience and relevant trade certificate.
- Tertiary qualification in frontline management and /or fabrication / sheet metal trade background is an advantage.
- Relevant post trades certificates.
- Significant industry experience delivering fabrication type maintenance functions in nuclear or tightly regulated environments.
- Experience with Good Manufacturing Practices (GMP) and knowledge of relevant nuclear and pharmaceutical production regulations and legislation.
- Proven problem solving ability in delivering fabrication and sheet metal maintenance solutions.
- Demonstrated people management skills including coaching and mentoring.
- Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management.
- Knowledge of Australian Standards, quality and safety procedures and other statutory requirements
- Strong customer service focus.
- Demonstrated ability to encourage a strong safety culture.

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:	Bianca Shepherd	Name:	Mark Moore

Title: Engineering Support Workshop Manager	Title: General Manager, AME
Signature:	Signature:
Date:	Date: