

POSITION DESCRIPTION

Position Title:	SyMo Maintenance Planner Nuclear Operations & Nuclear Medicine / Waste Management
Cluster / Business Unit / Division	Services
Section or Unit:	SyMo Technical
Classification:	Band 5
Position Description Number:	PD-2232
Work Contract Type:	Professional

POSITION PURPOSE

The primary objective of the Maintenance Planner is to ensure statutory, critical, and compliance maintenance tasks are planned and scheduled within the production schedule of the SyMo facility. This is achieved through prioritising, planning, scheduling, and managing maintenance tasks to internal and external stakeholders via work order functionality, and manage maintenance related spare parts and materials within the discreet business area. Included in this is the management of master data including maintenance plans, task lists, equipment, functional locations and spare parts. The Computerised Maintenance Management System (CMMS) in use is SAP.

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.

The Nuclear Precinct includes a number of facilities and operational areas including the OPAL Reactor, Nuclear Medicine with Health Products and ANSTO Nuclear Medicine (ANM), and Waste Operations incorporating SyMo.

The SyMo Facility is a new purpose-built facility at ANSTO that will apply ANSTO SYNROC technology to immobilise alkaline liquid waste arising from ANSTO's Mo-99 isotope production via conversion into a stable and durable waste form.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Establish appropriate maintenance plans within the CMMS
- Manage the effective functioning of the CMMS to assist with the dissemination of maintenance plans and work orders to the embedded Engineering, Maintenance, and Operations teams.
- Ensure materials and equipment is available when required; this includes but is not limited to :
 - a) The uploading of material master data into SAP MM modules.
 - b) Development of Bill of Material assemblies to Plant structure in SAP
 - c) Collaborating with System Engineers and Asset Custodians in setting up Inventory stock levels and coordinating with Procurement to maintain stock levels.

- Management and administration of related SAP Master Data integrity to agreed standards.
- Responsible and accountable for the overall management and continuous process improvement of productions related spare parts, materials, and consumables including inventory control, procurement, and routable spares management.
- Establish quality working relationships and ongoing communication with clients, including the provision of plans, schedules and reports.
- Plan, prioritise, schedule and manage the completion of all routine, non-routine, and shut down maintenance work to ensure service levels agreements and performance indicators are met. This includes reviewing and reorganising work plans and activities to manage conflicting priorities, determining how work is to be completed and investigate resources availability.
- Maintain accurate and comprehensive information and records within the SAP system for all in progress and completed work, at a standard required for regulatory auditing.
- Deliver logistics support and undertake non-core maintenance activities including equipment procurement, manufacture, installation, repair, plant investigations and surveillances, collaborations with engineers related to project work. Coordination and scheduling of plant and equipment deliveries per schedule.
- Supervise contractors for all works including cross and multifunctional trades to ensure compliance with ANSTO WHS & Security procedures including appropriate induction training, supervision, and documentation completion.
- Ensure all work and support services are completed within the nominated timeframes and comply with the quality and environmental frameworks, safety procedures and standards, regulatory and security requirements, and relevant Business Management Systems (BMS's); Review and identify opportunities to improve relevant BMS's.
- Independently undertake duties competently without direct supervision.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

This position acts as part of the Maintenance function in a tactical and operational manner rather than the strategic.

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, maintenance planning, scheduling and allocation of resources.
- The position is fully accountable for the accuracy, integrity and quality CMMS master data, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed maintenance plans and will consult with the Production and Maintenance and Engineering teams.
- 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 implementing solutions to problems where there may be few precedents or incomplete data for a new, first-of-a-kind facility.

- Dealing with multiple areas and stakeholders simultaneously to ensure work is distributed and understood for completion in a suitable time frame.
- Keeping abreast of software and technological changes given the amount, rate and scope of change.
- Working in a strict Regulatory environment on critical Safety System plant.
- Applying independent sound judgement across a number of different trades and services as spares parts and materials cover all disciplines.
- Maintain and provide continuous improvement to the development and implementation of a spare parts management system and processes.
- Ensuring contractor and non-core maintenance work complies with a wide range of technical, safety and quality standards, regulations, and procedures.
- Developing and maintaining knowledge of relevant plant systems and procedures to deliver quality maintenance outcomes.
- Developing and maintaining working knowledge of daily Work Order generation and processing functions.
- Maintain up-to-date knowledge of the latest developments and best practice for maintenance practices, CMMS, GMP, FDA, and TGA and implement improvements as identified.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction. • Provide expert, authoritative and evidence-based advice. • Report progress of allocated tasks and performance of CMMS. • Recommend and gain endorsement for plans, strategies and other initiatives.
Work area team members <ul style="list-style-type: none"> • Operations Manager • Shift Supervisors • Operator Maintainers • Systems Engineers 	<ul style="list-style-type: none"> • Provide expert advice and analysis on planning, scheduling and CMMS matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts in planning and scheduling of maintenance tasks
Direct Reports	<ul style="list-style-type: none"> • Nil
Other departments	<ul style="list-style-type: none"> • Procurement and Finance • Logistics and Warehouse Manager • CMMS Administration • Development Workshop Manager • High Reliability • ANSTO Synroc
External	
Suppliers	<ul style="list-style-type: none"> • Obtaining quotes and services for maintenance delivery and spare parts in accordance with ANSTO guides and procedures. • Supervising business and maintenance contractors

POSITION DIMENSIONS

The Maintenance Planner reports to the SyMo Engineering and Maintenance Manager. The role is central to overall maintenance planning and scheduling activities of the SyMo Facility.

This role requires a strong focus on both internal and external customers including; Production, Facilities Management, Procurement & Finance, AME, the main store, and support workshops. External communications include regular contact with contractors, service providers, sales representatives, vendors and consultants for daily work schedules and material suppliers to procure products and obtain technical advice.

Spare parts and materials management support effective maintenance planning and scheduling supporting sound Asset Management principals, and key to continuous improvement, reliability, efficiency, and value realised from our assets.

As a primary SAP master data manager, the Maintenance Planner is critical to the support of business activities managing the supply and demand of production related maintenance spare parts.

The position has no direct reports but will be required to schedule tasks for the Operator/Maintainers and the Engineering team in collaboration with Supervisors and Managers.

Special Requirements

- Working in areas as needed including radiation areas under tightly regulated conditions.
- Willingness to work flexible and/or extended hours and possess the ability to adapt to the daily demands and priorities of a facility transitioning from construction, through commissioning, and into a dynamic production environment.
- Obtain and maintain appropriate ANSTO CS1 Contractor Supervisor authorisation.
- Obtain and maintain appropriate training to manage SAP PM Master Data.

Staff Data

Reporting Line	Reports to SyMo Engineering and Maintenance Manager
Direct Reports	Nil
Indirect Reports	Schedules maintenance tasks to 6 Operator/Maintainers, 6 Shift Supervisors, and Systems Engineers

Financial Data

Revenue / Grants
Operating Budget
Staffing Budget
Capital Budget
Assets

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time May be required to travel both internationally and nationally

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) 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 at height or in confined space environment including wearing respiratory equipment.
Radiation areas:	May be required to work in radiation areas and where hazardous chemicals or materials are handled under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements. After hours work may be required for short and infrequent periods. This may include on-call technical support to resolve breakdown and recovery events.
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 1 of AG-2362) 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. Trade certificate qualification in a relevant discipline and extensive industrial experience in maintenance of mechanical or electrical plant and process / production equipment.
2. Demonstrated knowledge and experience in planning and scheduling maintenance activities.
3. Ability to make risk based independent decisions with regard to spare parts, particularly in the areas of material supply and technical issues.
4. Sound knowledge and experience in SAP Modules Plant Maintenance and Materials Management.
5. Sound knowledge and experience of relevant nuclear and pharmaceutical production regulations and legislation, typically Good Manufacturing Practice (GMP), Good Engineering Practice (GEP) Therapeutic Goods Administration (TGA) and Federal Drug Authority (FDA)
6. Sound knowledge and experience in SAP Master Data management.
7. Working knowledge of Australian Standards, quality and safety procedures and other statutory requirements.
8. Communicate clearly and effectively with people of various levels of technical understanding within and outside of ANSTO.
9. Demonstrated experience successfully managing customers, contractors and suppliers
10. Strong negotiation skills.
11. Ability and willingness to work in a team with focus on sharing of information and experience amongst team members.
12. Demonstrated ability to promote an environment of continuous improvement.
13. Leadership skills including ability to develop desired cultures of safety and quality environment.
14. Willingness to work in hazardous areas, given appropriate training and control measures, and abide by stringent procedures.

VERIFICATION

Line Manager	Delegated Authority
Name: Sam Bull	Name: Charlie Walker
Title: SyMo Engineering and Maintenance Manager	Title: A/GM Waste Mgt Services
Signature:	Signature:
Date: 16 August 2022	Date: