



## POSITION DESCRIPTION

<b>Position Title:</b>	GMP Cleaner
<b>Institute / Division / Business Unit:</b>	ANSTO Health
<b>Section or Unit:</b>	Operations
<b>Classification:</b>	Band 2
<b>Position Description Number:</b>	PD-1700
<b>Work Contract Type:</b>	Technical

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### Primary Objective

The primary objective of the ANSTO Health GMP Cleaner is to clean and sterilise the Production equipment and facilities to the standards of the Code of Good Manufacturing Practice to enable radiopharmaceutical production.

### 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 Health is a business unit within ANSTO engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is based upon the GMP Code of Manufacturing, where processes must meet certain standards and quality assurance is crucial. Due to the nature of ANSTO Health's products just-in-time principles are essential and all processes are extremely time-critical.

ANSTO Health has a dominant market share position in Australia and is expanding into the global market. ANSTO Health operates under external regulatory requirements such as ISO 9001, ARPANSA and TGA, within ANSTO's procedural framework and is oversighted by the ANSTO Board. Over 500,000 Australian patients benefit from ANSTO Health radiopharmaceuticals annually.

### Position Environment

The ANSTO Health GMP Cleaner reports to the Laboratory Attendant Supervisor.

This position liaises with supply chain, quality control and production staff. The GMP Cleaner is required to understand the downstream processes and therefore has working relationships with all other ANSTO Health staff. This position is one of a number providing specialised cleaning support to standard operating procedures and specifications and tends to undertake physical work alone.

### Key Accountabilities

The key accountabilities for this position include:

- Comprehensive cleaning operational areas (including walls, floors and ceilings) and equipment in accordance with standard operating procedures in order for facilities to comply with safety and TGA requirements.
- Prepare clean-room areas to the required standard to enable production and testing of radiopharmaceuticals. Decontaminate areas and equipment to reduce potential workplace exposure to radiation and contamination.
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- Apply knowledge of sealants, detergents and other cleaning agents when undertaking activities so as to select the correct cleaning agent for the purpose.
- Collect, sort, dispatch and receipt of laundry
- Collection of waste and the subsequent categorization and sorting to align with ANSTO waste management practice.
- Report any, problems, damage or building repairs needed to management.
- Complete daily reports and/or cleaning logs.
- Responsible for completing assigned duties with or without specific direction.
- Clean, recycle and sanitise product components for use by Production.
- Complete general duties to support the production team.
- Restocking of consumables for the operational areas.
- Participate in a continuing core strength exercise program.
- Undertake additional duties as required and during periods of leave of other staff.

### **Challenges**

- The major challenge for this position is ensuring that the Production facility is cleaned and supported appropriately to allow production to continue.

### **Special Requirements/ Physical Requirements**

- Working in different areas of ANSTO as needed.
- Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions.
- Required to be fit & able to do all cleaning tasks with the ability to lift up to 23kg.
- Due to the physical nature of work and use of cleaning equipment, required to have the upper body strength, core body strength, ability and fitness required to successfully perform in the role.
- Required to do regular amounts of manual handling.
- Shift work and after hours work will be required.
- Willingness to work flexible, extended and varied hours based on operational requirements.
- Satisfy ANSTO Security and Medical clearance requirements.

### **Delegations**

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).

### **Work, Health & Safety Accountabilities, Responsibilities and Actions**

ANSTO is committed to delivering excellence in WHS performance based on ANSTO's core values. All employees are responsible for undertaking their activities in a safe manner and co-operating and complying with WHS requirements and to improve WHS in their workplace by taking a proactive approach to WHS, using appropriate controls, working safely to reduce risk to self and others, and reporting unsafe work practices, equipment, incidents and near misses.

The specific role, as specified in AG-2362 of the ANSTO WHS Management System, which defines the accountabilities, responsibilities and actions allocated to this position is:

- All Workers; and

- other specialised roles identified within the guideline the position holder may be allocated to in the course of their duties.

**Knowledge, Skills and Experience**

1. School or Vocational Certificate in relevant area.
2. Knowledge of hygiene and experience cleaning sterile or production environments.
3. Ability to follow job assignments completely, efficiently and with minimal supervision.
4. Ability to work safely in a highly regulated environment and demonstrated commitment to GMP.
5. Receive and follow verbal/written instructions and communicate effectively.
6. Knowledge of SDS (Safety Data Sheets), cleaning products and their methods of use.
7. High attention to detail and follow through.
8. Basic Computer email and data entry skills.
9. Demonstrate effective team work with all staff.

**Organisation Chart**

See attached.

**Verification**

This section verifies that the Institute Head / General Manager or delegated senior officer within the division has read the Position Description and is satisfied that it accurately describes the position

Signature and date .....