



## POSITION DESCRIPTION

<b>Position Title:</b>	Production Coordinator
<b>Cluster / Business Unit / Division</b>	Nuclear Operations and Nuclear Medicine (NONM)
<b>Section or Unit:</b>	OPAL Utilisation
<b>Classification:</b>	Band 5
<b>Job Family:</b>	Technical
<b>Position Description Number:</b>	PD-2289
<b>Work Contract Type:</b>	Technical
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The primary objective of the Production Coordinator in the Utilisation section is to provide support to the Production Manager to manage the production processes within the OPAL facility. This includes coordination of people, processes, and technology to deliver irradiation services in accordance with the irradiation schedule.

### 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 Reactor Operations business unit operates the OPAL reactor for the purpose of supporting the strategic objectives of ANSTO. This includes the provision of neutron beams to the Australian Centre for Neutron Scattering and irradiation services to ANSTO Health for radiopharmaceutical production and other industrial and academic customers.

The function of the OPAL Utilisation section is to provide these customers with neutron irradiation services within OPAL.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- To provide direct support to the Production Manager in the execution of the irradiation schedule to achieve safe utilisation of the reactor and ensure product quality is in accordance with specifications.
- To review the irradiation schedule and ensure it is optimised for: compliance with operational limits and conditions (OLCs), a coordinated delivery schedule to customers, avoidance of clashes in work within the facility due to other irradiations and or maintenance work.
- Provide day-to-day supervision and work allocation to the roles of Industrial Cleaner & General Hand position and the Utilisation Support Officer position.
- Participation in the day-to-day planning for the OPAL reactor including, attendance at morning meetings and input into shutdown planning tasks requiring utilisation support.
- To coordinate the utilisation processes and activities for fuel assembly and uranium target plate management. This includes the coordination of physical material transfers, inspection and

compliance reporting requirements. This is undertaken in cooperation with the Authorised Officer, Security and Safeguards and other stakeholders.

- To liaise with the Target & Canning Laboratory to ensure delivery of target materials is completed in accordance with the required irradiation schedule.
- To coordinate the delivery/dispatch of NTD silicon product from the OPAL reactor building in consultation with the ANSTO Silicon Irradiations (ASI) group in accordance with the irradiation schedule.
- To attain and maintain authorisation for the Utilisation Operator role to enable undertaking of certain operator tasks when required.
- Maintaining accurate production records for all irradiations including ensuring SAP transactional data in the production environment is updated for each product transfer undertaken at OPAL.
- To utilise the CMMS (SAP) to create maintenance notifications and/or activity reports against systems, structures and components to ensure business requirements are met.
- To perform periodic review and update of utilisation section documentation as part of continuous improvement of the Business Management System (BMS) manuals, procedures, instructions and forms.
- On occasion undertake additional duties as required and during periods of leave of other staff. Including acting in the position of Production Manager during periods of leave and or absence.

### Decision Making

- Determine key work priorities within the context of coordination of tasks to deliver the irradiation schedule and will consult with the Production Manager/Utilisation Manager on complex, sensitive and major issues that have a significant impact.
- 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).
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### Key Challenges

- Ability to work independently, as well as within a team whilst also leading and supervising a team of individuals.
- Working within a 24/7 production environment to meet important deadlines or tight timeframes with flexibility when plans or schedule changes are required.
- Establishing and maintaining of strong working relationships within the OPAL teams and with other ANSTO enabling groups and customers.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Production Manager and Utilisation Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Recommend process improvements and participate in continuous improvement initiatives</li> <li>• Report on production plans</li> <li>• Provide accurate feedback regarding systems and processes</li> </ul>
Direct Reports: Industrial Cleaner & General Hand and Utilisation Support Officer	<ul style="list-style-type: none"> <li>• Provide supervision, direction, guidance and support</li> <li>• Set performance requirements and manage performance and development</li> </ul>
Utilisation Operators	<ul style="list-style-type: none"> <li>• Willingness to work in a team environment</li> <li>• Maintain active involvement in team activities and improvements</li> </ul>

	<ul style="list-style-type: none"> <li>• Resolve production conflicts and suggest improvements</li> <li>• Report on issues related to systems and processes</li> <li>• Report on issues related to the execution of the production schedule</li> </ul>
OPAL Operations, Engineering, Maintenance, Nuclear Safeguards, Health Physics and other divisions within ANSTO	<ul style="list-style-type: none"> <li>• Effectively participate in multi-team activities</li> <li>• Strong verbal and written communication skills</li> <li>• Liaise with other teams regarding production and system issues</li> <li>• Maintain relationships to ensure quality products are delivered</li> <li>• Be actively involved in OPAL shutdowns and other projects as required</li> </ul>
Internal Stakeholders (ANSTO Health, ANM, Silicon, NSTLI)	<ul style="list-style-type: none"> <li>• Understand stakeholder requirements and expectations</li> <li>• Coordinate and liaise with stakeholders regarding schedule changes if required</li> <li>• Demonstrate flexibility to accommodate sudden changes and quick response to unplanned events</li> <li>• Achieve required product quality and maintain DIFOT</li> <li>• Maintain and improve customer – supplier relationship</li> </ul>

### POSITION DIMENSIONS

The Production Coordinator reports to the Production Manager, OPAL Utilisation section. The role is deployed within Nuclear Operations and is central to the coordination, planning and scheduling of irradiated products in the OPAL reactor.

The direct reports to the Production Coordinator are staff employed in the positions of either Industrial Cleaner & General Hand and Utilisation Support Officer.

Staff Data	
Reporting Line	Reports to the OPAL Production Manager
Direct Reports	Industrial Cleaner & General Hand and Utilisation Support Officer
Indirect Reports	Nil

Special / Physical Requirements	
Location:	<ul style="list-style-type: none"> <li>• Lucas Heights</li> <li>• Working in different areas of designated site/campus as needed</li> </ul>
Authorisations and Competencies:	<ul style="list-style-type: none"> <li>• To attain and maintain Authorisations and competencies as specified in this position description</li> </ul>
Travel:	<ul style="list-style-type: none"> <li>• The position requires the ability to travel to and from work location</li> </ul>
Physical:	<ul style="list-style-type: none"> <li>• Office-based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)</li> <li>• Wearing personal protective equipment for the handling of hazardous and/or radioactive materials</li> </ul>
Radiation areas:	<ul style="list-style-type: none"> <li>• Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions</li> <li>• Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions</li> </ul>
Hours:	<ul style="list-style-type: none"> <li>• Willingness to work extended and varied hours based on operational requirements</li> <li>• After hours work may be required for short and infrequent periods</li> </ul>
Clearance requirements:	<ul style="list-style-type: none"> <li>• Satisfy ANSTO Security and Medical clearance requirements</li> <li>• Obtain and maintain appropriate federal government clearance</li> </ul>

### Workplace Health & Safety

Specific role/s as specified in <a href="#">AP-2362</a> of the ANSTO WHS Management System	All Workers  Other specialised roles identified within the guideline that a position holder may be allocated to in the course of their duties
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### ORGANISATIONAL CHART

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### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade qualification in technical and/or relevant discipline and/or extensive experience working in a frontline production environment.
2. Experience in supervision and leadership of other staff within an industrial or highly regulated operational environment or industry.
3. Demonstrated ability to coordinate, plan and schedule tasks to achieve a production schedule, or project management schedule.
4. Strong verbal and written communication skills, including experience with reliable and accurate record keeping and the ability to write and review technical documentation.
5. Personal qualities that promote a strong safety culture and ability to influence a team in a highly regulated operational environment.
6. Proven ability to identify continuous improvement opportunities to production processes and work practices within a quality management framework.
7. Proficient computer skills including use of SAP production and maintenance plant environments, and Microsoft Office suite including Excel.

### 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: Chris Humphrey	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: