



POSITION DESCRIPTION

Position Title:	Manager Maintenance Contracts & Centralised Planning
Cluster / Business Unit / Division	ANSTO Maintenance and Engineering
Section or Unit:	Maintenance
Classification:	Band 7
Job Family:	Maintenance Contracts and Centralised Planning
Position Description Number:	PD-0565
Work Contract Type:	Professional

POSITION PURPOSE

The primary purpose of the Manager, Maintenance Contracts & Centralised Planning is to manage and lead a multi-disciplinary team who deliver contracts and planning services to manage and upgrade facilities across site while ensuring business continuity.

ORGANISATIONAL ENVIRONMENT

The Australian Nuclear Science and Technology Organisation (ANSTO) is the national organisation for nuclear science and technology and uses nuclear science to benefit industry, people and the environment. We focus on delivering excellence in innovation, insights and discovery through our people, partnerships, nuclear expertise and landmark infrastructure.

AMSG is dedicated to enhancing and maintaining ANSTO’s facilities and environs 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, the National Medical Cyclotron, Camperdown and the Australian Synchrotron at Clayton, Victoria.

There are 5 main units within Support Services:

- Infrastructure-Facilities-Spatial Planning and Property Management
- Sites Management & Maintenance
- Contracts and Central Maintenance Planning Lucas Heights Site Services, Facilities and Active Maintenance
- Workshops Central Scheduling and Supply
- Production and Support Workshops.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage (and report on) divisional repairs and maintenance budget, currently in the order of \$14.0M annually.
- Oversee the development, negotiation and establishment of outsourced maintenance contracts including the development of tender and contract documentation.
- Manage the implementation of outsourcing contracts including the review and development of policies, procedures and work practices to support effective implementation.
- Monitor, review and manage all maintenance contracts to ensure compliance and standard of work including enforcement of internal policies and compliance requirements.
- Oversee and manage the planning, prioritisation and allocation of all routine and non-routine in-sourced and outsourced maintenance work to ensure established Service Level Agreements (SLA’s) and performance indicators are met.

- Engage expertise to resolve technical, resourcing, quality and safety issues.
- Maintain up-to-date knowledge of the latest developments and best practice for maintenance project planning and contract administration and implement improvements as identified.
- Develop and implement an approach and framework for managing projects to ensure projects are within budget, on-time and achieve agreed outcomes.
- Establish quality working relationships providing ongoing communication with clients and regular exchange forums. Respond to and resolve escalated customer issues and complaints to ensure quality customer service and customer expectations are met.
- Provide input into the development and management of the ANSTO Strategic Asset Management Plan (SAMP) to ensure strategic and operational requirements are met.
- Provide input into the development and management of the ANSTO Site Infrastructure Asset Management Plans (AMP's) to ensure strategic and operational requirements are met.
- Provide input into the Asset Development Plan (ADP) formation to ensure strategic and operational requirements are met.
- Resolve high-level planning and contract issues including stakeholder management and resolving conflicting priorities and complex technical issues.
- Ensure work from team fully complies with the quality and environmental frameworks, safety procedures and standards, regulatory requirements and management principles.
- Set work objectives, managing performance and providing assistance in the assessment of performance of team members.
- Drive continuous improvement by encouraging the sharing of knowledge and experiences within and across business areas.
- Review and identify opportunities to improve and ensure quality control and compliance including representing AME, Maintenance during audits.
- Promote a strong safety culture within the team including undertaking safety risk assessments, event investigations contractor inductions and management presentations.
- Maintain up-to-date knowledge of the latest developments and best practice for maintenance project planning and contract administration and implement improvements as identified.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- 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, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, AME, Maintenance strategy and objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided 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 work plans and will consult with the Group Executive, AME, Maintenance on complex, sensitive and major issues that have a significant impact on AME, Maintenance or ANSTO.
- 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

- Ensure contracts are effective in delivering value-for-money to the organisation.
- Manage the change process for the implementation of the new AME, Maintenance structure and roles.
- Improving communication to ensure that customer expectations are met,
- Deliver the Asset Development Plan for cross divisional stakeholders within financial and resource constraints.

KEY RELATIONSHIPS

Who	Purpose
Internal	
General Manager, AME ,Maintenance	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives • Performs role of 2IC as required
Direct Reports – Project Planners	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Staff engagement and quality recruitment • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Contractors	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Indirectly manage (contractually) a wide range of multi-disciplinary contractors involved in performing maintenance tasks and delivering projects
Key Internal Customers – Research & Operational Managers/ANSTO Employees	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Assist with setting performance requirements and development objectives • Engage to monitor trends, performance and progress against the strategic/project plans and evaluate further support which may be required to ensure delivery against initiatives-plans
External	
Regulators, suppliers, contractors and tenants of ANSTO buildings.	<ul style="list-style-type: none"> • Engage to monitor trends, performance and progress against the strategic/project plans and evaluate further support which may be required to ensure delivery against initiatives-plans

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the General Manager, AME, Maintenance
Direct Reports	Project Planners x 7
Indirect Reports	x 8

Financial Data (2021/2022)

Revenue / Grants	\$0
Operating Budget	\$15.5m
Staffing Budget	\$7.5m
Capital Budget	\$3-7m annually
Assets	\$0
Projects	\$3-7m annually

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to ANSTO sites within Australia Some 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) Public speaking
Radiation areas:	May be required to go into radiation areas under tightly regulated conditions. May be required to go into 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 will be required on occasions including after hours work for short and infrequent periods
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 AG-2362 of the ANSTO WHS Management System	All Workers Group Executive / General Manager Managers / Leaders / 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

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant Engineering or Project Management discipline or equivalent experience.
2. Significant industry experience managing maintenance functions.
3. Demonstrated knowledge of best practice Asset Management standards and techniques.
4. Proven problem solving ability in delivering maintenance solutions.
5. Demonstrated ability to lead projects and utilise project management methodologies to deliver quality and fit-for-purpose outcomes.
6. Demonstrated people management and leadership skills including coaching and mentoring.
7. Experience in customer and contract management including tendering processes and conflict resolution practices.

8. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management.
9. Ability to think strategically, influence and negotiate.
10. Strong customer service focus.

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: Mark Moore	Name: Con Lyras
Title: General Manager AME.	Title: Group Executive, AME
Signature:	Signature:
Date:	Date:

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour