



POSITION DESCRIPTION

Position Title:	OPAL Maintenance Planner
Cluster / Business Unit / Division	Nuclear Operations and Nuclear Medicine/OPAL
Section or Unit:	Maintenance
Classification:	Band 5
Job Family:	Engineering and Technical
Position Description Number:	PD-1597
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The primary objectives of the Opal Maintenance Planner is to prioritise, plan, manage and allocate maintenance tasks to internal clients via work order development in SAP, and manage, prioritise, and be accountable for all OPAL's spare parts and materials. Included in this is the management of the SAP master data for OPAL spares.

Spares and material management enable maintenance planning and scheduling, which are key aspects to Asset Management, and the assurance to continuously improve OPAL reliability, efficiency, and value realised from our assets. This specialist role leads the implementation of the spares and materials strategic direction set by OPAL Systems Engineers.

As a primary SAP master data manager, the Opal Maintenance Planner is critical to the support of business activities for ANSTO's Reactor Operations. This role also manages the supply and demand of Reactor Plant Spares for these internal customers to support the ongoing operation of the OPAL reactor.

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 ACNS and irradiation services for Australian Radioisotopes for radiopharmaceutical production and other industrial and academic customers. The function of the OPAL Maintenance Section is to plan and conduct plant maintenance, manage and implement plant modification projects, provide engineering support and maintain engineering documentation for the OPAL Reactor Facility so as to optimise the reliability and availability of the reactor and its associated systems, and ensure ongoing compliance with safety, regulatory and statutory requirements.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage the effective functioning of SAP to assist with the dissemination of maintenance plans and work orders to the OPAL Engineering and Maintenance, operations and utilisations teams. Ensure materials and equipment is available when required; this includes but is not limited to :
 - The uploading of material master data into SAP MM modules.
 - Development of Bill of Material assemblies to Plant structure in SAP PM

- Setting up Inventory stock levels and coordinating with Procurement to maintain stock levels.
- Management and administration of OPAL SAP Master Data.
- Responsible and accountable for the overall management and continuous process improvement of OPAL 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, allocate and manage the completion of all routine and non-routine 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 OPAL Business Management System (BMS);
- Review and identify opportunities to improve OPAL BMS;
- Independently undertake duties competently without direct supervision;
- 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, risk assessments and instructions. Within this framework the position has some independence in determining how to achieve objectives of operations within the OPAL Reactor, including deciding on methods and approaches, operations, project planning, scheduling and risk management.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Reactor Operations Business Plan 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 to Maintenance Manager 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.
- Consults with management on decisions which will substantially alter the outcomes, timeframe or requirements of work plans, any issues or conflicts arising in the course of undertaking duties, and all matters which require a higher delegated authority for approval.
- The position determines key work priorities within the context of agreed work plans and will consult with the Maintenance Manager on complex, sensitive and major issues that have a significant impact on safe and reliable operations.

- 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

- Dealing with multiple areas and clients simultaneously to ensure work is distributed and understood in order for completion in a suitable time frame.
- Keeping abreast of software and technological changes given the amount, rate and scope of change
- Development and testing of SAP upgrades, and training of OPAL staff in these upgrades.
- 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;
- Provide leadership for the ANSTO Spares and Materials process across the whole of ANSTO;
- Maintain and provide continuous improvement to the development and implementation of the OPAL reactor spare parts management system and processes and communicate this throughout OPAL;
- Ensuring contractor and non-core maintenance work complies with a wide range of technical, safety and quality standards, regulations and procedures;
- Communicate clearly and effectively with people of various levels of technical understanding within and outside of ANSTO;
- Developing and maintaining knowledge of OPAL plant systems and procedures in order to deliver quality maintenance to the OPAL Reactor Facility;
- Developing and maintaining working knowledge of daily OPAL Work Order generation and processing functions;
- Maintain up-to-date knowledge of maintenance practices and procedures;

KEY RELATIONSHIPS

Who	Purpose
Internal	
OPAL Maintenance Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Recommend and gain endorsement for plans and goals for continuous improvement and maintenance practices.
OPAL Maintenance	<ul style="list-style-type: none"> • 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
OPAL Operations	<ul style="list-style-type: none"> • Support ongoing daily operational maintenance requirements.
ANSTO Maintenance and Engineering	<ul style="list-style-type: none"> • Collaborate with other stakeholders to support reactor maintenance and project requirements. • Communicate with Support Workshops and coordinate supply of manufactured components for reactor plant.
Warehouse and Logistics	<ul style="list-style-type: none"> • Coordinate material management movements to support reactor plant maintenance activities and spare part requirements.
Procurement and Finance	<ul style="list-style-type: none"> • Follow procurement process to support OPAL Engineering and Maintenance tasks.
External	

Contractors	<ul style="list-style-type: none"> • Work collaboratively to manage WHS risk and supervise contractors as per ANSTO Contractor Management System policies and procedures to support reactor maintenance. • Liaise with external vendors, suppliers, sales representatives and service providers to support OPAL Engineering and Maintenance requirements.
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POSITION DIMENSIONS

Staff Data	
Reporting Line	OPAL Maintenance Manager
Direct Reports	Nil
Indirect Reports	Nil

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
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Occasional labour intensive physical requirements (sitting, standing, frequent manual handling) Standing for long periods Working in a loud environment Industrial facility physical requirements (lifting, standing for long periods, operating, equipment) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment 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
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>AP-2362</u> of the ANSTO WHS Management System	All Workers 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 relevant discipline and extensive industrial experience in maintenance of mechanical or electrical plant and equipment applicable to nuclear reactors.
2. Ability to make risk based independent decisions with regard spares, particularly in the areas of material supply and technical issues.
3. Sound knowledge and experience in SAP Modules Plant Maintenance and Materials Management
4. Sound knowledge and experience in SAP Master Data management
5. Working knowledge of Australian Standards, quality and safety procedures and other statutory requirements.
6. Experience in managing and planning maintenance activities.
7. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management.
8. Demonstrated experience successfully managing customers, contractors and suppliers;
9. Strong negotiation skills;
10. Ability and willingness to work in a team with focus on sharing of information and experience amongst team members;
11. Demonstrated ability to promote an environment of continuous improvement.
12. Leadership skills including ability to develop desired cultures of safety and quality environment.
13. Knowledge of OPAL reactor plant and security systems together with associated procedures;
14. Willingness to work in hazardous areas, given appropriate training and control measures, and abide by stringent procedures.

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:	Kurt Davis	Name:	David Vittorio
Title:	A/OPAL Maintenance Manager	Title:	General Manager OPAL Reactor
Signature:		Signature:	
Date:	16.06.2023	Date:	