



POSITION DESCRIPTION

Position Title:	Supply Chain Technician
Cluster / Business Unit / Division	Nuclear Operations and Nuclear Medicine
Section or Unit:	OPAL Utilisation
Classification:	Band 4
Job Family:	Science
Position Description Number:	PD-1677
Work Contract Type:	Technical
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Science

POSITION PURPOSE

The primary objective of the Supply Chain Technician is to integrate with internal customers to determine their requirements, produce and deliver quality assured TGA compliant medical targets and Australian Standards compliant research and industrial targets for irradiation by using the principles of GMP and GLP within the Target & Canning Laboratory. This includes liaising with internal customers for materials and the preparation of the starting materials for time-critical radiopharmaceuticals and radioisotopes manufacture.

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.

The Target & Canning (T&C) Laboratory produces and delivers quality assured, TGA compliant medical targets and Australian Standards compliant research and industrial targets to the OPAL Reactor for irradiation by using the principles of GMP and GLP.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Prepare and deliver quality assured TGA compliant medical targets and Australian Standards compliant research and industrial targets.
- Supply planning, developing and negotiating integrated schedules for target production and irradiation including coordination and communication with various internal stakeholders.
- Maintain competency to perform the duties of the T&C Laboratory and maintain records to ensure compliance with regulatory requirements.
- Maintain competency to maintain records and inventory levels of starting materials, cans and can components including consumables in SAP and ability to perform complex transactions in SAP.
- Participate in SAP and other business system projects as they arise and aid in the implementation of project outcomes.

- Ensure that targets are produced and delivered in time for irradiation to meet the requirements of ANSTO Health supply schedule and the OPAL production irradiation schedule.
- Assist in the development of an environment that promotes teamwork, productivity, high quality work and service, staff development and continuous improvement to work methods and techniques.
- Provide information and support to establish and maintain effective workplace relationships with clients and staff.
- Provide information and records to assist the Scheduling Officer in scheduling targets.
- Fulfil WHS responsibilities as specified in [AP-2362](#) of the ANSTO WHS system.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- Determine key work priorities within the context of coordination of tasks for the preparation and delivery of targets to the irradiation schedule and will consult with the Technical and Supply Integration Leader 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).

Key Challenges

- Delivery in full and on-time (DIFOT) of targets scheduled on behalf of internal and external customers.
- Work within a strict regulatory environment given the potential for radioactive hazards and hazardous chemical exposure.
- Keep up to date with GMP and GLP requirements which are constantly developing and implement changes as necessary within the ANSTO framework.
- Keep up to date records in SAP, other business systems and documentation on the status of targets produced by the T&C Laboratory.
- Ability to work independently, as well as within a team, or work without supervision after hours.
- 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
Internal	
Technical and Supply Integration Leader and Utilisation Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Report on issues impacting on-time production schedule delivery • Recommend and implement process improvements and participate in continuous improvement initiatives
Production Manager, Production Coordinator, Supply Chain Technician, Utilisation Support Officers	<ul style="list-style-type: none"> • Strong verbal and written communication skills • Willingness to coordinate, plan and conduct both individual and team-based activities for multi-step task completion, share the workload and provide support to co-workers
IBP, Health, NSSS, NST	<ul style="list-style-type: none"> • Strong verbal and written communication skills • Maintain and improve customer – supplier relationship • Understand stakeholder requirements and expectations • Coordinate and liaise with other teams regarding supply planning, developing and negotiating integrated schedules for on-time target production and irradiation

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Technical and Supply Integration Leader
Direct Reports	Nil
Indirect Reports	Nil

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

Workplace Health & Safety	
Specific role/s as specified in AP-2362 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

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualifications (commonly a Diploma or higher) in a relevant discipline.
2. Experience working in a regulated chemical or metallurgical laboratory.
3. Relevant knowledge of regulatory requirements including TGA, GMP and GLP.
4. Proficient in Microsoft Office, and experience in the maintenance of databases.
5. Knowledge of or experience in business enterprise resource planning (ERP) systems such as SAP.
6. Show initiative and willingness to expand work skills by learning and training in all aspects of the work being carried out.
7. Ability to establish and maintain effective workplace relationships with clients and staff.

8. Communicate well and interact with people of various backgrounds.
9. Strong customer focus.
10. Ability to work in a team environment.
11. Ability to work safely in a highly regulated environment.

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:	Lucinda Eeson	Name:	Chris Humphrey
Title:	Technical and Supply Integration Leader	Title:	Utilisation Manager
Signature:		Signature:	
Date:	22.06.2023	Date:	22.06.2023