



## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader Inventory & Warehouse
<b>Cluster / Business Unit / Division</b>	Finance & Operational Services
<b>Section or Unit:</b>	ANSTO Enterprise Services
<b>Classification:</b>	Band 6
<b>Position Description Number:</b>	PD-2346
<b>Job Family:</b>	Operations
<b>STEMM/NON-STEMM:</b>	NON-STEMM
<b>Work Contract Type:</b>	Technical

### POSITION PURPOSE

The role manages the consolidation of inventory and supply chain processes across ANSTO so that resources can be managed efficiently and effectively to meet client needs.

The role manages the central warehouse function which comprises Inventory Management, Stores & Warehousing, Silicon and Clayton teams and is responsible for the production flows of various raw materials & stock material inventory within a GMP environment to ensure that manufacturing operations are not negatively impacted. This is achieved by maintaining adequate inventory levels, stock analysis, cycle counting, correct labelling, maintaining accurate records and storing materials in accordance with various government regulations and complies with ANSTO's Business Management Systems (ABMS) procedures and guidelines.

### 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.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Capital Program Management Office

This role is within Finance and Operational Services (FOS)/ANSTO Enterprise Services (AES). AES comprises four key groups:

- HR Shared Services and Payroll which provides services that manage the lifecycle of people at ANSTO including recruitment, on-boarding\candidate screening, security, HR, medical, benefits and compensation, payroll, cross-boarding and off-boarding.
- Financial Support Services which provide transactional business financial services to support operations of ANSTO, including accounts payable, accounts receivable, asset management, Financial & Management accounting and expense management and tax services.
- Sourcing and Procurement Services to support the various areas of ANSTO including end to end strategic sourcing, tender management, vendor/supply management and procurement.
- Logistics and Warehouse Services to support the various areas of ANSTO including end to end delivery and operation storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, dispatch and delivery.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

- Manage the centralised function of the Inventory and Warehouse areas ensuring effective management of staff, resources and compliance with agreed Service Level Agreements across a number of areas while working within a framework of GMP, Safety and financial compliance.
- Developing and communicating an understanding of the site wide business inventory needs and providing guidance to the team and key stakeholders to achieve desired results through utilising options within the range of policies, strategies, and practices
- Manage multiple warehouse & storage locations ensuring full compliance with WHS regulations and operating a safe work environment
- Develop and foster a culture of Continuous improvement encompassing both process improvements including processes in materials management across the Stores & Warehouse functions. This includes developing new processes, policies and procedures.
- Manage a team and set work objectives, manage and assess performance and behaviour, provide development through coaching, mentoring and training, review KPI's and complete appraisals.
- Develop and manage the long-term strategic vision and business planning across inventory management, including developing implementation plans and acting as project lead.
- Create a culture which embraces high quality customer service across the organisation, ensuring that management systems and process drive delivery outcomes which lead to best industry practice.
- Manage the ownership of the Inventory & Warehouse SAP Master data and undertake detailed analysis utilising SAP to manage all inventory and stock levels to ensure future planning and orders achieve the most economical outcome for ANSTO and which meet client needs.
- Manage SAP transactional data in a timely and accurate manner to ensure a high level of record inventory accuracy as measured by programmed cycle counts.
- Troubleshooting inventory errors occurring through SAP as a result of many factors which include misallocations, failure to scrap, and failure to record movements and ensure any GMP stock or storage deviations are correctly recorded in the QN system
- Manage intra and inter plant logistics of raw materials to support the production environments. The materials require strict compliance on shelf life, clean environments, lead times to comply with production schedules and GMP operational requirements.
- Managing & conducting, Warehousing and Stores Safety Audits and implementing any improvements arising.
- Undertake additional duties as required and during periods of leave of other staff.

### **Decision Making**

- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position. The position works within a framework of legislation, regulatory requirements, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives of their team, including deciding on methods, approaches, operations and allocation of resources, overseen by the Manager Logistics and Warehouse.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Manager and customer groups (Managers and Staff). The position is expected to make operational decisions, based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information.
- The decisions & responsibilities in the management of inventory has significant impact on the production environment and supply of products for the Heath business and ultimately to the Australian & International Community. The materials require detailed management to ensure a sustainable & reliable supply to the production facilities.

- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Manager Logistics and Warehouse on complex, sensitive or major issues that may have a significant impact on ANSTO operations or the customer groups
- 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 .

### Key Challenges

The major challenges for this position include:

- Establishing solid working relationships with a wide range of key senior stakeholders
- Managing GMP implications given the challenge of this affecting change of supply.
- Responding effectively within a short time frame to avoid stock outs which will affect Operations
- Putting together specifications for quotations given the complexity of regulatory requirements.
- Prioritising duties and multi-tasking to meet the demands of the different production units.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide regular updates on key tasks, challenges and critical issues affecting the supply plan</li> <li>• Escalate issues and propose solution</li> <li>• Provide evidence-based advice on warehousing matters</li> <li>• Authority to write off.</li> <li>• Constant communication with departmental managers is required to make sure items are replenished and maintained at proper levels.</li> </ul>
Work area direct reports/ team members	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Develop, coach and mentor</li> <li>• Provide advice and analysis on a full range of warehousing.</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Resolve conflict and interpersonal issues</li> </ul>
ANSTO Regulatory	<ul style="list-style-type: none"> <li>• Understand regulations and ensure team compliance</li> </ul>
ANSTO Security	<ul style="list-style-type: none"> <li>• Ensure compliance with security requirements by team members</li> </ul>
<b>External</b>	
Service Providers	<ul style="list-style-type: none"> <li>• Ensure any quality or service issues are quickly resolved</li> </ul>

### POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Manager Warehouse and Logistics.
Direct Reports	3
Indirect Reports	10

<b>Special / Physical Requirements</b>	
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:	<ul style="list-style-type: none"> <li>• Ability to pack a truck safely</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to lift up to 23kg</li> <li>• Applicants should be fit and able to undertake manual handling</li> <li>• Working in different areas of ANSTO as needed</li> <li>• Willingness to work extended and varied hours based on operational requirements.</li> <li>• Satisfy ANSTO Security and Medical clearance requirements.</li> </ul> <p>Wearing personal protective equipment for the handling of hazardous and working near radioactive materials</p>
Radiation areas:	<p>May be required to work in radiation areas under tightly regulated conditions during stocktakes.</p> <p>Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions</p>
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

### **Workplace Health & Safety**

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

See attached

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Tertiary qualification or equivalent significant demonstrated experience in leading warehouse and inventory teams.
2. An understanding of the importance of Work Health and Safety, Environment, Quality and Regulatory requirements.
3. Strong verbal communication skills with an emphasis to adopt communication styles to suit the audience.
4. Experience developing new processes, procedures and policies
5. Experience managing a team to achieve optimal performance through coaching, mentoring and staff development.
6. A comprehensive understanding of the principles of GMP as they relate to the storage and handling of materials.
7. Intermediate computing skills including SAP and Microsoft products.
8. Ability to conduct Safety Audits, report and recommend improvements.
9. Forklift and Drivers Licence Experience in operating materials handling equipment.
10. An understanding of the regulations regarding the storage of dangerous goods.
11. An ability to understand the financial impact of stock transactions, in order to balance resources and meet client needs.

**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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Anthony Karantonis (Acting)	Name:	Grahame Batger
Title:	Manager Logistics & Warehousing	Title:	GM, AES
Signature:		Signature:	
Date:		Date:	