



## POSITION DESCRIPTION

<b>Position Title:</b>	Production Supervisor
<b>Institute / Division / Business Unit:</b>	Ansto Health
<b>Section or Unit:</b>	Operations
<b>Classification:</b>	Band 5
<b>Position Description Number:</b>	PD-1442
<b>Work Contract Type:</b>	Technical

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### Primary Objective

The primary objective of the Production Supervisors is to lead and manage personnel to achieve the operational and fiscal activities of the Production Department to ensure ANSTO Health planned production levels are achieved at optimum cost.

This includes ensuring the Production Department contributes to the achievement of ANSTO Health strategic and financial objectives, monitoring the performance of Production staff, collating and reporting KPI data, and complying with safety regulations, GMP, ARPANSA, ISO and ASNO requirements to ensure overall compliance and a safe work environment.

### 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.

ANSTO Health is a business unit within ANSTO engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is based upon the GMP Code of Manufacturing, where processes must meet certain standards and QC is essential and also on just-in-time principles, where all processes are extremely time-critical. ANSTO Health has a dominant market share position in Australia and is expanding into the global market. ANSTO Health operates under external regulatory requirements such as ISO 9001, ARPANSA and TGA, within ANSTO's procedural framework and in oversight by the ANSTO Board. Over 500,000 Australian patients benefit from ANSTO Health radiopharmaceuticals annually.

### Position Environment

The Production Supervisors report to the Production Manager, and manage a team of between 15-20 Production staff.

This position's key internal customers include all staff within ANSTO Health, staff from Nuclear operations, Support Services and staff involved in the supply chain or enabling groups interacting with ANSTO Health. This position responds to the external customer's complaints or problems.

### Key Accountabilities

The key accountabilities for this position include:

- Select, manage, mentor and develop Production staff to ensure timely manufacture of radiopharmaceuticals and planned production performance is achieved.
- Manage production resources through planning, scheduling, prioritising and allocation of production activities to ensure efficient and effective production services are delivered to GMP, ARPANSA, ISO and ASNO regulations and guidelines;

- Communicate and negotiate with Sales, QC/QA, Supply Chain and other support staff to ensure optimal production performance in accordance with the forecast with awareness to operational excellence integrated business practices.
- Continuous review strategy and application of production activities and equipment efficiency and effectiveness.
- Ensure department productivity and quality goals are achieved.
- Ensure a high standard of housekeeping and production line clearances.
- Ensure accurate Bill of Materials, production routings, stock locations and holdings are maintained.
- Co-ordinate and where necessary carry out regular maintenance of equipment and plant in Bld 23A to ensure compliance of the facilities at all times to GMP, ARPANSA, ISO and ASNO regulations and guidelines.
- Direct and coordinate work to established work instructions, within safe operating limits and compliance with all Safety, Quality and Product specifications.
  - Develop, maintain and review procedures work instructions and specifications
  - Analyse and quality assure documentation.
  - Improve systems and processes to achieve improvements in operating quality and efficiency of the Production Department.
- Establish formal training requirements and training metrics for the production team, maintain training records and pro-actively encourage the sharing of knowledge and experiences to establish productive working relationships and develop good employee relations.
- Promote and foster the desired ANSTO safety culture with the aim of continuous improvement to Safety and its awareness across site.
- Initiate, manage and coordinate project objectives and cross functional activities including working with project team members to plan and complete activities and integrate those activities with other projects within ANSTO Health and ANSTO.
- Fulfil WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.
- Fulfil responsibilities and authorisations as specified in Ansto Health Quality Management System Documents.
- Fulfil the responsibilities of an Area supervisor.

### **Challenges**

The major challenges for this position include:

- Resourcing - Identification of resource needs. Ensure resource planning takes into account whole of supply chain requirements and business needs.
- Promoting cultural change in the team with focus on operational excellence, compliance and GMP, ARPANSA, ISO and ASNO regulations and guidelines.
- Channels of communication with stakeholders from Supply chain, QC/QA, Facilities management and all levels of management to ensure optimum production performance. Continuous review strategy and application.
- Ensuring that there is consistent application of practices across the business in line with the "One ANSTO" philosophy.

### **Special Requirements/ Physical Requirements**

- Working across different areas of ANSTO as needed.
- Perform duties in areas where radioactive materials are handled under tightly controlled safety conditions, regulations and guidelines.
- This position may be required to be performed on a shift rotation.
- Willingness to work a reasonable amount of extended and varied hours based on operational requirements.
- Satisfy ANSTO Security and Medical clearance requirements.

## **Delegations**

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).

## **Work Health and Safety Responsibilities**

### **Supervisors:**

Are responsible for ensuring the application of the ANSTO WHS management system in the area under their control by ensuring;

- Maintain Area Supervisor certification;
- All plant and equipment is operating correctly;
- All staff are trained in work and WHS instructions;
- Work hazards are identified and risk assessments conducted;
- Controls are implemented and followed;
- Required maintenance is carried out;
- Incidents are reported and investigated; and
- All injured workers follow rehabilitation and return to work plans.

### **Individuals:**

Are responsible for undertaking their activities in a safe manner and cooperating with WHS requirements of their division to improve WHS in their workplace by;

- Reporting unsafe work practices, equipment, incidents and near misses;
- Working safely to reduce risk to self and others;
- Using appropriate controls; and
- Taking a proactive approach to WHS.

## **Knowledge, Skills and Experience**

The knowledge, skills and experience requirements include:

1. Trade certificate qualifications in a relevant field or other relevant tertiary qualifications.
2. Experience in leading, managing and mentoring staff.
3. Ability to work both in a team or independently.
4. Experience developing a highly functioning team.
5. Experience working in a pharmaceutical or nuclear facility would be highly advantageous.
6. Experience with the operation of plant and equipment and or work within an manufacturing environment.
7. Highly developed analytical/ problem solving skills.
8. Strong verbal communication skills with emphasis on the ability to adapt communication styles to suit the audience, including drafting of procedures, policies, writing technical reports and managing staff performance.
9. Understanding of radiation and radiation protection measures would be advantageous.
10. Understanding of importance of Work Health and Safety, Environment, Quality and Regulatory requirements.
11. Personal qualities that add value to a team operating in a high level client service / safety & quality environment.

## **Organisation Chart**

See attached.

**Verification**

This section verifies that the Institute Head / General Manager or delegated senior officer within the division has read the Position Description and is satisfied that it accurately describes the position

Signature and date .....