

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Logistics and Warehouse
<b>Cluster / Business Unit / Division</b>	Chief Operating Officer Group
<b>Section or Unit:</b>	ANSTO Enterprise Services
<b>Classification:</b>	Band 8
<b>Position Description Number:</b>	PD-1926
<b>Job Family:</b>	Operations
<b>STEMM/NON-STEMM:</b>	NON-STEMM
<b>Work Contract Type:</b>	Managerial

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### POSITION PURPOSE

The Manager Logistics and Warehouse leads the effective and efficient management of the logistics and warehouse function and ensures the ANSTO wide logistics and warehouse strategy, governance, risk management, and compliance is aligned to strategic and operational priorities and requirements and delivers excellent outcomes.

### 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**

- Lead long term strategic vision and planning across Logistics and Warehouse, including developing implementation plans and acting as project lead where required.
- Ensure employees are informed of best practice and have the opportunity to implement new ideas and initiatives.
- Create a culture which embraces high quality customer service across the organisation, ensuring that management systems and processes drive service delivery outcomes.
- Build cooperative working relationships with key stakeholders to understand and address stakeholder needs and concerns, facilitate information flow and deliver strategic outcomes.
- Accountable for the regulatory compliance of the Logistics and Warehouse Team.
- Deliver organisational direction, priorities and business plans to meet key performance indicators as set by the GM of AES.
- Lead, direct and oversee the functions of the Logistics and Warehouse Team ensuring effective management of staff, budget, resources and compliance with agreed Service Level Agreements.
- Comply with the overall performance standards for service delivery across the organisation and monitor compliance, ensuring customer needs are central to the organisations planning processes.
- Develop operational concepts in accordance with industry best practice and put forward compelling arguments and rationales to all levels and types of audiences to achieve Logistics and Warehouse strategic direction.
- Communicate widely and with influence, gaining support for Logistics and Warehouse initiatives and plans.
- Ensure that all skills requirements within the Team are met through ongoing workforce planning, staff development programs and internal and external recruitment in consultation with the GM of AES.
- Drive innovation and commit to collective AES accountability for service planning that delivers innovative, sustainable strategic outcomes across ANSTO.
- Apply management of financial and budgetary compliance and governance responsibilities, anticipating operational and capital requirements.
- Build and strengthen relationships with national and international third-party logistics providers including commercial airlines to ensure to ensure optimisation throughout the supply chain.
- Controlling Freight contracts and monitoring performance according to qualitative measures as well as cost.
- Evaluation of potential suppliers of all direct materials (medical & industrial) and negotiating and controlling of supplier contracts ensuring ANSTO's interests are protected and enforcing quality and cost levels.
- Undertake additional duties as required and during period 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 with autonomy in determining how to achieve objectives of the logistics and warehouse function, including deciding on methods and approaches, operations, planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Logistics and Warehouse 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 to the General Manager, AES and key stakeholders, 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.

- Determines key work priorities within the context of agreed work plans and will consult with the supervisor on complex, sensitive and major issues that have a significant impact on the achievement of project objectives or the organisation.
- 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

- Establishing solid working relationships with a wide range of key senior stakeholders
- Determining the best approaches to service delivery and implementing reform and improvement in the context of a diverse and complex operating environment
- Achieving continuous and performance improvement across a diverse portfolio of logistics and warehouse activities while maintaining strong governance frameworks and procedural controls
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests
- Ensuring compliance obligations across TGA, ARPANSA, ASNO, IATA, IAEA, ANSTO and other agencies are delivered in full everyday.
- Third Party Logistics and airlines are used to transport the majority of ANSTO's products. Issues arising from logistics are to be managed and alternatives implemented on an order by order basis. This requires in depth knowledge of Dangerous goods rules and regulations, chain of responsibility and Australian customs legislation.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
General Manager ANSTO Enterprise Services	<ul style="list-style-type: none"> <li>• Receive guidance and direction.</li> <li>• Provide and share expert, authoritative and evidence-based advice.</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals.</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
General Managers, Key Stakeholders, Business Managers and staff	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on all logistics and warehouse services and related issues.</li> <li>• Encourage and contribute to group decision making processes, planning and goals.</li> <li>• Collaborate and share accountability and resources,</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support.</li> <li>• Set performance requirements and manage performance and facilitate their ongoing professional development.</li> <li>• Engage to monitor trends, performance and progress against the strategic and business plans and evaluate further support which may be required to ensure delivery against the plans</li> </ul>
ANSTO Clusters	<ul style="list-style-type: none"> <li>• Engage, consult regularly to determine specific supply requirements</li> <li>• Provide expert advice and exchange information.</li> <li>• Collaborate on cross cluster/organisation projects</li> </ul>
<b>External</b>	

Stakeholders	<ul style="list-style-type: none"> <li>• Consult and collaborate to define mutual interests and determine strategies to achieve their realisation.</li> <li>• Provide advice and information to support logistics and warehouse decision-making</li> </ul>
Vendors/Suppliers	<ul style="list-style-type: none"> <li>• Gather information to support analyses of markets and suppliers and contract performance.</li> <li>• Explore business opportunities and develop innovative logistics and warehouse strategies and supply arrangements.</li> <li>• Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements</li> </ul>

## POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager, ANSTO Enterprise Services
Direct Reports	3
Indirect Reports	up to 25, currently 23 including Inventory support officer.

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) Labour intensive physical requirements (sitting, standing, frequent manual handling up to 20kg) Working in a loud environment Public speaking
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. After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

On file

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary (degree) qualifications in a relevant discipline and/ or equivalent extensive experience.
2. Demonstrated extensive experience in logistics and warehouse management and in developing strategies to support management services.
3. Demonstrated experience in successfully driving business and performance improvement initiatives.
4. Proven people leadership and management skills and experience including the demonstrated capacity to develop and mentor staff and to build an effective and high-performance team.
5. Strong leadership and coordination skills and experience with the capacity to negotiate and manage resources.
6. Strong written and verbal communication skills, including the ability to communicate with influence and negotiate effectively.
7. Well-developed analytical, conceptual and problem-solving skills to enable the identification of issues and sound judgement to determine appropriate courses of action.
8. Excellent planning and organisational skills with a demonstrated ability to work under pressure, manage competing priorities and meet deadlines.
9. Demonstrated experience in successfully driving continuous improvement initiatives.
10. Proven experience in championing, driving and implementing innovation and strategic initiatives.

## 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:	Grahame Batger	Name:	Emily Hodgson
Title:	GM, AES	Title:	Chief Financial Officer
Signature:		Signature:	
Date:		Date:	