



## POSITION DESCRIPTION

<b>Position Title:</b>	Electronic Instrument Calibration Technician
<b>Cluster / Business Unit / Division</b>	Support Services
<b>Section or Unit:</b>	Electronic Instrument Calibrations
<b>Classification:</b>	Band 4
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-0989
<b>Work Contract Type:</b>	Technical
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary purpose of the Electronic Instrument Calibration Technician is to calibrate and maintain various instrumentation equipment such as electronic sensors, transducers, display and gauge equipment used in plant ventilation systems, manufacturing processes. Adjust various critical plant and process equipment safety and alarm set points to operate within set specifications in accordance with traceable standards, specifications, procedures whilst maintaining documentation. This work is performed in a highly regulated environment to ensure ongoing compliance with safety, regulatory and statutory requirements, including but not limited to ARPANSA and TGA.

### 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.

ANSTO's Maintenance and Engineering group (AME) is dedicated to enhancing and maintaining ANSTO's facilities and environs for operational reliability while providing a range of customer services to support ANSTO's research, business activities and projects at the Lucas Heights Science & Technology Centre, the National Medical Cyclotron at Camperdown, and the Synchrotron in Melbourne.

There are 5 x main business units within the broader AME group: -

- Engineering Capital Programs and Delivery,
- Facilities Contracts Planning and Delivery,
- Active Maintenance support,
- Development Workshop and
- Site(s) Maintenance and Transformation.

The Electronic Instrument Calibrations Unit within the Active Maintenance support and provides calibrations support for a wide range of instrumentation including electrical, electromechanical, electronic, alarm and data acquisition systems to ANSTO users in the scientific R&D, Reactor, Cyclotron support, and radioisotope and nuclear medicine production areas.

The Electronic Instrument Calibration Technician reports to the Electronic Instrument Calibrations Supervisor. The Electronic Instrument Calibrations group consists of an Electronic Instrument Calibrations Supervisor, and an ensemble a team of Electronic Instrument Calibrations Technicians, and as requirements arise, one or more calibration Instrument technician apprentices.

The key internal customers of the position are ANSTO users in the Scientific R&D, Reactor, Cyclotron and Radioisotope research and nuclear medicine production areas.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

The key accountabilities for this position include:

- Complete calibration work and maintenance on instruments whilst maintaining the traceable integrity of the calibration in compliance with relevant Australian Standards and ANSTO quality management system procedures and instructions.
- Ensure maintenance work is carried out to meet client requirements and ANSTO safety rules, TGA and ARPANSA regulations, ISO AS/NZL 9001:2008 and ISO 14001, BMS, OHSE directives, procedures, standards and regulation and within budget in a timely and efficient manner.
- Review and reorganise personal day-to-day work schedule and activities to manage conflicting priorities and meet stakeholder expectations
- Supervise, mentor and train junior team members to ensure that they gain the skills, knowledge and experience to perform the role when required.
- Ensure maintenance records (SAP database, work orders, records sheets, etc) are prepared and updated in a timely manner and that the supervisor is kept informed of progress of work
- Establish quality working relationships and ongoing communication with clients.
- Maintain accurate information and records, readily available for audit.
- Perform all work related to radiopharmaceutical production in compliance with TGA requirements and applicable ANSTO procedures and instructions.
- Review and identify opportunities to improve and ensure quality control and compliance including participating in internal and external audits.
- Pro-actively contribute to a continuous improvement programs to enhance safety, quality and reliability of equipment to meet regulatory requirements and stakeholder and customer expectations in consultation with customers, TGA and ARPANSA.
- Promote a strong safety culture which includes providing input to risk assessments and development of SWMES
- Develop multiple skills by showing initiative and willingness to learn and train in other aspects of the work being carried out within the group.
- Maintain up-to-date knowledge of the latest developments and best practice for the calibration of production plant and equipment and implement recommendations as identified.
- Undertake additional duties within the group as priorities permit, and during absences of other staff.

### **Decision Making**

- 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**

The major challenges for this position include:

- Carry out work in a heavily regulated environment and ensure the required safety standards, code of GMP and ARPANSA requirements are met.
- Executing scheduled workload around changing customer operational priorities and unscheduled maintenance events.
- Maintaining a high level of customer service, response times and delivery efficiencies.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Supervisor	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• To escalate complex issues / concerns for decision making</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Communicate ideas, issues, plans, and concerns effectively.</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicting priorities.</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Other departments (name)	<ul style="list-style-type: none"> <li>• Plan &amp; organise calibration and maintenance</li> </ul>
<b>External</b>	
Contractor	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
ARPANSA/TGA/Other compliance within areas of responsibility	<ul style="list-style-type: none"> <li>• Ensure compliance within areas of responsibility</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Calibrations Supervisor
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Predominantly Lucas Heights and occasionally Camperdown. Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	<p>Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)</p> <p>Labour intensive physical requirements (sitting, standing, frequent manual handling)</p> <p>Standing for long periods</p> <p>Frequent movements (climbing, stooping, kneeling, crouching, crawling)</p> <p>Working in a noisy environment</p> <p>Industrial facility physical requirements (lifting, standing for long periods, maintaining and installing equipment)</p> <p>Wearing personal protective equipment for the handling of hazardous and/or radioactive materials</p> <p>Occasionally working in confined space environment including wearing respiratory equipment</p>
Radiation areas:	<p>Required to work in radiation areas under tightly regulated conditions</p> <p>Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions</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 After hours work may be required on a regular basis Weekend work may be required on a regular basis Start and Finish times may vary depending on production 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 Officer (definitions found in appendix A of AP-2362) Group Executive / General Manager Managers / Leaders / Supervisors 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

As per SAP Organisational Chart

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualification in Electronics and/or Instrumentation & Control, Electrical Certificate Qualification is an advantage.
2. Significant instrument calibration experience providing calibration support in a highly regulated production environment.
3. Experience with Good Manufacturing Practices (GMP) and knowledge of relevant nuclear and pharmaceutical production regulations and legislation.
4. Experience within computerised maintenance management software systems preferably SAP Plant Maintenance is an advantage.
5. Experience within Calibration software systems is an advantage.
6. Demonstrated experience with Calibration Hardware Equipment.
7. Experience with SCADA/PLC systems is an added advantage
8. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals, and management.
9. Pro-active, deadline driven, and reliable in following through with actions.
10. Strong time management, planning and organisational skills.
11. Able to research, interpret and apply relevant Australian Standards, to calibration work performed.
12. Strong customer service focus.
13. Demonstrated ability to work within, and promote, a strong safety culture.
14. Able to utilise basic Computer Microsoft Office suite programs such as Word, Excel, Power Point, and Outlook.

### 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 is the direct manager of the position. Delegated authority is the most appropriate senior manager within the Business Area ( General Manager or Head , in the absence of these roles within the structure, it must escalate to the Group Executive).

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Nilesh Kumar	Name:	Ian Buckley
Title:	Active Maintenance Manager	Title:	Calibrations Supervisor
Signature:		Signature:	
Date:	08/03/2022	Date:	08/03/2022

## Appendix 1

<b>ANSTO Job Families</b>
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour