



## POSITION DESCRIPTION

<b>Position Title:</b>	Quality Control Officer
<b>Cluster / Business Unit / Division</b>	AME
<b>Section or Unit:</b>	Engineering Support Workshop
<b>Classification:</b>	Band 3 / 4 linked
<b>Job Family:</b>	Technical
<b>Position Description Number:</b>	PD-2371
<b>Work Contract Type:</b>	Trade / Technical
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The Primary objective of Quality Control Officer is working under guidance and direction of the Senior Mechanical Inspectors on Engineering Projects to ensure compliance of nuclear safety standards and conformance with technical specifications for complex plant, equipment, structure and instrumentation. This role undertakes Quality Control and Quality Assurance duties based in the metrology laboratory in Building 26.

The Quality Control Officer has a key working relationship with the Senior Mechanical Inspector, Development Workshop team, Project Managers, Project Engineers and the Package Approvals Officer team. The Quality Control Officer assists in the NATA testing of Radioactive Material Transport Package.

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

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities - Band 3

- Perform wide variety of specialist activities under the guidance and direction of the Senior Mechanical Inspector including inspection, measurement, examining functionality and comparing to specification to align with engineering project design/quality/safety/regulatory requirements.
- Assist in the interpretation of technical engineering drawings, identify materials and components, including final inspection requirements, performing testing and analysis, and provide recommendation for sign off.
- Assist in the management of the metrology laboratory by performing ongoing maintenance and calibration of equipment and instrumentation to ensure compliance with NATA requirements.
- Liaise with clients, typically planners/ engineers regarding testing parameters.
- Liaise with client, workshop manager, supervisor and/or planner to clarify scope, provide updates on progress and manage relationships with all stakeholders.
- Undertake additional duties as required and during period of leave of other staff.

### **Key Accountabilities - Band 4**

- Lead the Quality Control activities including inspection, measurement, testing functionality and ensuring engineering project design/quality/safety/regulatory requirements are met.
- Interpret technical engineering drawings, identify materials and components and perform final inspection requirements including testing and analysis, and sign off.
- Apply knowledge and experience in interpretation of regulatory and engineering requirements and translate into relevant test methods.
- Advise and report to clients, typically planners/ engineers test parameters and results.
- Complete requisite Non-Conformance Reports and retain records according to business procedures.
- Training of others on quality control processes to improve conformance and compliance.
- Determine causes of defects and identify disposition.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- Works to regulatory framework NATA and ARPANSA code for the safe transport of Radioactive Materials and AS/international standards 17025 general accreditation criteria, 9001 manufacturing etc.
- Decision making extends to all Nuclear specified components and assemblies adhere to the appropriate standard and are approved for use in these facilities. Should these items not be acceptable a non-conformance is raised, and the item cannot be used until the nonconformance is resolved and signed off for use by the role. This requires obtaining cooperation of other staff including workshop staff, engineers, project managers, warehouse and logistics manager. From time to time, this role may be required to provide advice in the form of coaching and mentoring for its specialist area of expertise.
- This role is subject to ongoing regular audits by external accreditation bodies and regulators. Audits are performed against the before mentioned standards and adherence to continued standard in competencies for licence administration.
- 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**

- Assist in maintaining NATA accreditation.
- Maintain a metrology laboratory. Including equipment purchasing and calibrations of measuring equipment used in the nuclear environment.
- Traceability of GMP related products and services.
- Records Management of tests completed for Radioactive Material Transport Packages.
- NATA Audits and training against the standards.
- Exacting measurement and absolutes to the specification to the final products and feed back to the clients
- Communication across the organisation on client related matters.
- Provide guidance and feedback to all nuclear business units across ANSTO including Engineers, Project Managers, Workshop staff, planners, supervisors, managers and clients to the appropriate industry standards and process.

### **KEY RELATIONSHIPS**

The key relationships of this position are across the critical Nuclear and manufacturing units across ANSTO. Typically, this will see nuclear critical operation being prioritised and customer interactions with all aspect of nuclear medicine manufacture and waste operations. This role works closely with the ANSTO Development Workshop and the Package Approvals Officer team.

Who	Purpose
<b>Internal</b>	
Engineering Support Workshop Manager / AME Quality Control Systems Manager	<ul style="list-style-type: none"> <li>• Provide quality and authority of release of work</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
AME QC Senior Technical Compliance Officer (line supervisor)	<ul style="list-style-type: none"> <li>• Provide quality and authority for release of work</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> <li>• Receive direction and guidance</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide supervision and work planning to the team</li> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability with the development workshop and all internal clients</li> <li>• Negotiate and resolve conflicts</li> </ul>
Other divisions (all internal clients ANSTO)	<ul style="list-style-type: none"> <li>• Delivery of nuclear critical equipment and services in calibration and technical specification delivery</li> </ul>
<b>External</b>	
N/A	

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Engineering Support Workshop Manager
Direct Reports	Nil
Indirect Reports	Nil

<b>Financial Data (2022/2023)</b>	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time May require to visit supplier sites (and/or other facilities) from time to time Field work in remote locations
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) Standing for long periods Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators)

	Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
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 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) 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

Refer to published Organisational Chart

### KNOWLEDGE, SKILLS AND EXPERIENCE

#### Band 3

1. Previous experience in Engineering, Metrology, Inspection and Testing.
2. Mechanical Engineering Diploma and/or relevant Engineering experience
3. Knowledge and experience in metrology, calibration, inspection and testing
4. Experience in quality control and quality assurance, including technical document preparation & document control
5. Understanding of ISO 9001 quality management and NATA licencing and accreditation

#### Band 4


6. Capable of leading work programs from commencement to completion.
7. Demonstrated experience in understanding of engineering terminology, specifications, drawing, P&IDs etc.
8. Demonstrated knowledge in testing techniques, problem solving and troubleshooting including Non-Destructive testing.

### Linked Role Transition

Transition to the higher band within the linked role is not automatic and ability to perform Band 3 and Band 4 accountabilities will need to be demonstrated and assessed. This can be done by completing the attached form and completing a full written submission demonstrating and justifying how an employee meets the transition requirements.

### 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:	Bianca Shepherd	Name:	Jacob Payne
Title:	Engineering Support Workshop Manager	Title:	A/GM AMMSG
Signature:		Signature:	
Date:	15 <sup>th</sup> August 2023	Date:	

**Quality Control Officer (PD-2371)  
Band 3 to Band 4 Transition Checklist**

Name:	
Band 4 Commencement Date:	
Assessment Date:	

**Written submission demonstrating and justifying how the employee meets requirements must also be attached.**

Requirements for transition	Met Criteria
a) Minimum 5 years working as Quality Control Officer at Band 3 <b>OR</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Minimum 5 years equivalent experience	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extensive experience in quality control, quality assurance and demonstrate meeting all below requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Demonstrated ability to independently and responsibly perform Band 3 and band 4 accountabilities and apply required knowledge, skills and experience for the band 4 position including:</b>	
Undertake band 3 and band 4 accountabilities at a technical expert level and independently without supervision or guidance to:	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Lead work programs from commencement to completion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Demonstrate experience in understanding of engineering terminology, specifications, drawing, P&IDs etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Demonstrate knowledge in testing techniques, problem solving and troubleshooting including Non-Destructive testing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Lead the Quality Control activities including inspection, measurement, testing functionality and ensuring engineering project design/quality/safety/regulatory requirements are met.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Interpret technical engineering drawings, identify materials and components and perform final inspection requirements including testing and analysis, and sign off.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Apply knowledge and experience in interpretation of regulatory and engineering requirements and translate into relevant test methods.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Advise and report to clients, typically planners/ engineers test parameters and results.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Complete requisite Non-Conformance Reports and retain records according to business procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Training of others on quality control processes to improve conformance and compliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Determine causes of defects and identify disposition.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Manager Recommendation**

I have reviewed the employee's competence in accordance with Linked Role PD-2371 and certify that the employee meets all requirements for transition and recommend transition from Band 3 to Band 4 be endorsed as demonstrated in the attached written submission detailing how the employee meets each of the requirements.

Name & Title:			
Signature:		Date:	

I have reviewed all information and approve transition from Band 3 to Band 4

Name & Title:			
Signature:		Date:	
Effective date of transition:			

## 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