



POSITION DESCRIPTION

Position Title:	Technical Writer
Cluster / Business Unit / Division	Nuclear Operations and Nuclear Medicine
Section or Unit:	Nuclear Medicine
Classification:	Band 5
Position Description Number:	PD-2342
Job Family:	Engineering & Technical
Work Contract Type:	Technical

POSITION PURPOSE

The primary purpose of the Technical Writer is to support ANSTO Nuclear Medicine, Engineering and Maintenance, in the development of documentation relating to operations and maintenance plans, technical documentation and manuals, procedures and work instructions necessary to implement asset management plans for the manufacture of nuclear medicine. The role also supports the development of technical requirements for integrated planning support, such as spares identification and other logistical requirements.

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 Nuclear Medicine, 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.

Nuclear Medicine is 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 Quality Control (QC) is essential and just-in-time principles, where all processes are extremely time-critical.

Nuclear Medicine has a dominant market share position in Australia and is expanding into the global market. Nuclear Medicine Products 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 Nuclear Medicine Products radiopharmaceuticals annually.

The position's key internal stakeholders are engineering and maintenance, and key external stakeholders are other groups within Nuclear Medicine.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Develop new documents and revise existing documentation in accordance with ANSTO requirements and relevant ISO, GMP, & TGA standards.
- Working with engineering to prepare and revise plant technical documentation including drawings, specifications, data sheets, design / operation / maintenance manuals, etc, to ensure the plant configuration is completely and accurately documented.
- Liaising with engineering and maintenance personnel to obtain detailed information regarding business processes and projects.

- Prepare and revise technical documentation for required materials, spare parts, replacement parts, tools and equipment.
- Consult and collaborate with a diverse range of managers, engineers, technicians, operators and quality staff within Nuclear Medicine to develop comprehensive, practical procedures and documentation.
- Interpreting information received from stakeholders and suppliers to ensure it is correct, and accurate and that it is presented in accordance with defined Business Management System document templates.
- Raise any compliance issues diligently and suggest improvements to ANSTO management systems as appropriate.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- Apply independent sound judgement across several different trades and services.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided, 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.
- Communicate clearly and effectively with people of various levels of technical understanding within and outside of ANSTO.
- Improve communication and collaboration to ensure that stakeholder expectations are met.
- Organise workload where there are multiple stakeholder requirements, conflicting priorities and unplanned activities required to be completed within tight timeframes.
- Ensure work is to a high standard and fully compliant with a wide range of technical, safety and quality standards, regulations and procedures.
- Expectation to develop workable solutions to complex problems.

Key Challenges

- Developing documentation for complex plant systems, processes and tasks where there may be few precedents.
- The ability to prioritise work and complete tasks within the nominated deadlines.
- Securing time with internal stakeholders to discuss the preparation and review of BMS documents.
- Drafting high level documents in a clear and effective style and facilitating compliance by a diverse staff.
- Supporting compliance obligations across GMP, TGA, ARPANSA, ASNO, ANSTO and other regulatory agencies.
- Working with a diverse team on maintainers, engineers, production and quality staff.

KEY RELATIONSHIPS

Who	Purpose
Internal	
General Manager	<ul style="list-style-type: none"> As required.
Head of Engineering	<ul style="list-style-type: none"> Weekly to enable facility-wide decision making and direction.
Engineering	<ul style="list-style-type: none"> Daily to support the writing of technical documentation
Maintenance	<ul style="list-style-type: none"> Daily to support the writing of technical documentation
Production	<ul style="list-style-type: none"> Weekly to consult with in the prepare of technical documents
Quality	<ul style="list-style-type: none"> Weekly to consult with in the prepare of technical documents
WHS Committee	<ul style="list-style-type: none"> As required
Project Office/Governance Group (PGG)	<ul style="list-style-type: none"> As required, supporting the delivery of maintenance and the capital program
WHS, Radiation Safety, Environmental Sustainability and Emergency Planning Committees	<ul style="list-style-type: none"> As required
Work area team members	<ul style="list-style-type: none"> Contribute to group decision making processes, planning and goals. Collaborate and share accountability. Negotiate and resolve conflicts. Work closely with and provide support to ongoing Projects.
Internal Stakeholders	<ul style="list-style-type: none"> Provide timely and quality technical documentation and services
External	
External stakeholders include tenants of ANSTO buildings, contractors, consultants, engineers, other technical staff and suppliers	<ul style="list-style-type: none"> Establish and maintain professional working relationships

POSITION DIMENSIONS

Staff Data	
Reporting Line	System Engineering Manager, Nuclear Medicine
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	<ul style="list-style-type: none"> Lucas Heights Working in different areas of designated site/campus as needed.
Travel:	<ul style="list-style-type: none"> May be required to travel to ANSTO sites from time to time.
Physical:	<ul style="list-style-type: none"> Willingness to complete and maintain job specific ANSTO training. Willingness to complete and maintain Goods and Manufacturing Practices (GMP) training modules to comply with the Therapeutic Goods Administration (TGA) requirements. Wearing personal protective equipment for the handling of hazardous and/or radioactive materials.

Radiation areas:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Willingness to work extended and varied hours based on operational requirements. • After hours work will be required.
Clearance requirements:	<ul style="list-style-type: none"> • Satisfy ANSTO Security and Medical clearance requirements. • Obtain and maintain appropriate federal government clearance.

Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	<p>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</p>
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ORGANISATIONAL CHART

On File

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualification relevant to discipline.
2. Well-developed technical writing skills and an aptitude for preparing high quality technical documentation.
3. Industrial experience in a field relevant to discipline, particularly relating to maintenance and/or operation of industrial plant systems.
4. Experience working under a strict quality assurance system in a tightly regulated environment.
5. Awareness of the principles of asset management and integrated logistics support.
6. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management.
7. Strong stakeholder service orientation and the ability to establish and maintain collaborative and supportive relationships with internal and external stakeholders.
8. Proven problem-solving ability in delivering maintenance and developing creative, technical solutions.
9. A good understanding of integrated business management system standards (ISO 9001 quality management, AS45001 safety management and ISO 14001 environmental management principles).
10. Possess drive and self-motivation to work autonomously within a team in a changing maintenance environment at ANSTO.
11. Willingness to pro-actively share knowledge, information and insight with team members.
12. Working knowledge of relevant Australian Standards, GMP, Codes and other statutory requirements, especially relating to engineering and building works.
13. Ability to plan, prioritise and manage workload often with conflicting priorities.

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:	Darren Elliott	Name:	Ian Martin
Title:	Head of Engineering, Nuclear Medicine	Title:	GM Nuclear Medicine
Signature:		Signature:	
Date:		Date:	