



Australian Government



POSITION DESCRIPTION

Position Title:	Officer Distribution
Cluster / Business Unit / Division	Finance Operational Services
Section or Unit:	ANSTO Enterprise Services
Classification:	Band 3
Position Description Number:	PD-0058
Work Contract Type:	Administration

POSITION PURPOSE

The primary objective of the Officer Distribution is to pack, receive, handle, document and despatch outgoing finished goods from the commercial business units of ANSTO. This is to be done in such a manner as to ensure the scheduled work is performed safely, in accordance with work instructions, and the requirements of GMP, ARPANSA, ISO and ASNO.

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.

This role sits within Business Operations & Systems which has a number of distinct activities:

- Finance, accounting administration and controllership, treasury, supply chain and procurement support
- Quality organisational improvement leadership, advice and support
- Commercial financial systems and process support and analysis
- Government accounting and budgeting / reporting
- Client based enterprise systems leadership and support
- Consulting operational support
- Governance in the areas of compliance, risk and audit
- Day to day IT service delivery and support and execution of large capital projects in accordance with understood practices and architectures

ANSTO Enterprise Services (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 provides 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

- Pack ANSTO, Health products safely and within agreed time frames to comply with regulations
- Prepare documentation required to for the shipping of products to the standards required and meticulously keep all records to comply with regulations.
- Assist ANSTO, Silicon distribution staff in the conduct of their duties when required.
- Monitor packaging and stock levels and prepare packaging materials so that they comply with specifications and regulations.
- Keep work areas clear and in good order to comply with ANSTO standards.
- Understand the chain of responsibility to ensure that the transport of radioactive goods is undertaken in a manner that ensures the safety of the driver and the general public.
- Track and trace missing shipments and monitor return items to ensure compliance with regulations.
- Assist in the development of work instructions in consultation with customers and regulatory bodies to comply with regulations.
- Ensure all SAP work is conducted in an orderly, accurate and timely manner.
- Maintain currency with all training requirements
- Undertake additional duties as required and during periods of leave of other staff.
- Fulfil OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.

Decision Making

- The position works within a highly regulated environment, with a framework of legislation, policies, procedures and resource parameters.
- In consultation with the Team Leader Distribution and/or the Shift leader Distribution, the Officer Distribution is required to make decisions relating to changes in delivery schedules, changes to distribution modes
- 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

- ANSTO, Health manufactures time sensitive products with a short expiry for human use.
- ANSTO, Silicon manufactures high value fragile items requiring close attention to detail inspections.
- Items are planned for delivery to a customer within a specific time and location. Any divergence to the plan may cause customers to not receive the desired activity, making the order void, or result in reduced revenue or reputational damage.
- Third Party Logistics and airlines are used to transport the majority of the 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. Negotiate time sensitive issues with urgency.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Supervisor/Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular updates on key tasks, challenges and critical issues that may impact customers, ANSTO's reputation • Provide evidence based advice on supply chain matters • Recommend and gain endorsement for plans and goals and other initiatives • Escalate issues and propose solutions
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters

	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Support team members and work collaboratively to contribute to meet AES objectives • Negotiate and resolve conflicts
ANSTO QA/QC and Production	<ul style="list-style-type: none"> • Ensuring by a process of consultation and communication the seamless flow of goods to despatch area to enable delivery timetables to be met. • To coordinate when issues occur so that alternate plans are formulated as required
ANSTO Health Physics	<ul style="list-style-type: none"> • Monthly Operator's doses are accessed and lead discussions with the team to determine if changes to work practices or processes are required
ANSTO Regulatory	<ul style="list-style-type: none"> • Manage compliance with all internal procedures and external regulators including Civil Aviation Safety Authority (CASA) and ARPANSA.
Other Divisions of ANSTO	<ul style="list-style-type: none"> • Provide supply chain advice to other areas within ANSTO on the external distribution of radioactive products. Coordinate the pickup and delivery of radioactive materials both to and from other ANSTO divisions.
External	
Freight Service Providers and third party logistics partners	<ul style="list-style-type: none"> • To ensure any issues are resolved and feedback given to customer service as required. • Manage issues as they arise throughout the supply chain process up to and including the delivery to the end customer.
CASA	<ul style="list-style-type: none"> • Participate in audits by providing information regarding procedures and practices.

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Team Leader Distribution and or Shift Leader Distribution
In Direct Reports	Nil
Direct Reports	Nil

Financial Data (2016/2017)

Revenue / Grants
Operating Budget
Staffing Budget \$833k
Capital Budget
Assets

Special / Physical Requirements

Location:	Lucas Heights and working in different areas of ANSTO as needed
Travel:	May be required travel to ANSTO sites from time to time

Physical:	Office based physical requirements (sitting, standing, movement around office and site, extended hours working at computer) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Manual handling requirements: Ability to lift up to 25 Kg. Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	Is 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 radioactive materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements Shift work 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 AG-2362 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
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ORGANISATIONAL CHART

See attached.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. TAFE qualifications in a relevant field preferred
2. Drivers licence
3. Dangerous Goods certification with extensive working knowledge of dangerous goods regulations, in particular those that apply to Class 7.
4. Working knowledge and understanding of training in GMP applicable to distribution operations, Dangerous Goods and quality systems.
5. Good communication skills and commitment to quality client service and a determination to follow through to ensure work meets client expectations are integral to the role.
6. Some knowledge and experience in packing and distribution.
7. Basic computer skills and as a desirable, SAP experience.
8. Fork Lift licence

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.