

POSITION DESCRIPTION

Position Title:	Construction Supervisor
Cluster / Business Unit / Division	ANSTO Maintenance and Engineering (AME)
Section or Unit:	Engineering Delivery and Special Projects Group
Classification:	Band 5
Position Description Number:	PD-0753
Work Contract Type:	Technical
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary objective of the Construction Supervisor is to provide a high standard of contract/construction management support to the project and portfolio Leader for the delivery of complex and multi-disciplinary projects.

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.

AME provides comprehensive project management, engineering, technical, and safety & reliability services and support for the organisation. AME is comprised of the Engineering Delivery Office, Engineering Technical Services Group, System Safety and Reliability, Engineering Special & External Projects Group, Systems, Safety and Reliability.

The Engineering Delivery and Special Projects Group is responsible for delivery of all ANSTO engineering jobs and projects. This office is aligned to major customer portfolios as follows:

- Nuclear Science and Technology, Site Development and Enablers
- Nuclear Operations
- Nuclear Business
- Decommissioning

Each Portfolio is led by an Engineering Portfolio Leader and engineering and drafting resources are assigned to these portfolios as workload demands. As work in the portfolios varies, engineering and drafting staff are required to move from one portfolio to another.

The Technical Services Group are responsible for planning and providing the technical support required to meet the demands for all work coming into AME through the respective portfolios and the development and maintenance of the relevant technical standards required to meet ANSTO's specific requirements. This unit is also responsible for staff development and training for the engineering and drafting disciplines and justifying

recruitment when additional skilled personnel are required. Business systems, technical specifications and standards which govern the conduct of engineering work at ANSTO are overseen by the Technical Services Group.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- The key accountabilities for this position include:
- Provide quality construction management and technically sound engineering services to ensure the proper planning and management of major project construction activities. This will require ensuring all relevant requirements are specified in tender documents, negotiated into construction contracts and adhered to during the execution of the contract including commissioning;
- With guidance and support, manage small projects from conception to finalisation, including scope management, supervision, cost control, time management, risk management, quality/safety/environmental, contract administration, and contract management ensuring work is delivered on time and budget;
- Assist with the initiation of projects including consulting with clients and management to gain acceptance of business cases, project plans, schedules and technical specifications. This includes assisting with the development of cost benefit analyses of proposed options, seeking new solutions, and developing new techniques and methods;
- Support project managers with the management of construction contractual risks and issues and manage interfaces between project managers, construction contractors, client representatives, Campus Services, Safety, Security, the ERT and/or area supervisors;
- Manage project risk by proactively tracking cost forecasting, task scheduling, contract administration and resolving critical issues;
- Ensure all work undertaken complies with the ANSTO quality, environmental, safety, security and regulatory framework (standards, regulatory requirements, policies, guidelines, systems, processes, procedures and instructions);
- Document and provide quality verbal and written reports to project managers and clients on construction progress against costs, schedule, risks, issues, safety incidents, injuries, variations and extension of time claims;
- Manage the risk of construction activity impacting on the local community, businesses, ANSTO's staff, normal operations, existing services, infrastructure, facilities and other projects;
- Deliver sound technical services through the preparation, revision, modification and approval of specifications, drawings and other documents;
- Undertake detailed project planning, including developing a project plan to deliver the project either based on approved funding or in order to attain funding;
- Manage Site handover of new facilities and/or infrastructure, including testing, commissioning, final inspections, training of maintenance staff and delivery of operating and maintenance documentation;
- Manage stakeholder relationships and ensure all stakeholders and customers are informed of progress;
- Participate in engineering design reviews and analysis of safety features providing a practical perspective on constructability, operability and maintainability;
- Participate in reviews of engineering works including proposals, concepts, detailed designs, manufacturing, construction, installation and commissioning;
- Develop and utilise judgement and technical experience to undertake development and design consistent with current standards and statutory requirements;
- Ensure appropriate supervision of all works including installation and construction is maintained to certify that the prescribed standards of workmanship are maintained;
- Finalise projects by undertaking project evaluations and liaising with key stakeholders to identify defects, maintenance schedules and commissioning requirements;
- Proactively seek both formal and on-the-job training, development and mentoring opportunities;
- Develop internal and external networks to allow for external collaboration and sharing of information;

- Exercise sound judgement when assessing the viability of proposals and provide advice on the most effective techniques and methods;
- Review and identify opportunities to improve and ensure quality control and compliance including participating in audits;
- Conduct contractor inductions and ensure supervisory administrative functions are performed;
- Manage preparation, submission and issue of security application passes;
- Maintain up-to-date knowledge of the latest developments and best practice for project management, construction methods and technology, contract administration and contractor supervision and recommend improvements as identified;
- Fulfilling OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.
- Undertake additional duties as required and during period of leave 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:

- Ensuring work complies with a wide range of technical, safety and quality standards, regulations and procedures;
- Meet Portfolio Leader and customer requirements and expectations where there may be conflicting priorities;
- Develop a technically competent and workable solution requiring a diverse range of technical and construction knowledge and experience.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Portfolio Leaders	<ul style="list-style-type: none"> • Receive guidance and direction • Recommend and gain endorsement for plans and goals and other initiatives • Construction Supervisor to provide informed/experienced expert safety and construction advice • Negotiate and resolve conflicts
Project Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Negotiate and resolve conflicts • Construction Supervisor to provide informed/experienced expert safety and construction advice • Encourage and contribute to group decisions making processed, planning and goals (include design reviews and management plans) • Collaborate and share accountability and resources • Provide details of scheduling and priorities of Project tasks and assigned work • Negotiate and report on budgets and resources consistent with strategic plans and goals.
Work area team members	<ul style="list-style-type: none"> • Purpose • Collaborate and share accountability with other Construction

	Supervisors
	<ul style="list-style-type: none"> • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Nil
Other departments (name)	<ul style="list-style-type: none"> • Purpose • Purpose
External	
External customers 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 • Provide supervision, guidance and support • Set performance requirements and manage performance • Engage to monitor performance and progress against the agreed objectives • Manage licenses and ensure at all times contractors are valid to work at ANSTO.(Barringtons / Smartek)

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Engineering Delivery Portfolio Leader
Direct Reports	Nil
Indirect Reports	Subordinate Construction Supervisors, Engineers and Graduates. External Contractors, other ANSTO departments / divisions undertaking work on Construction sites.

Financial Data	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

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) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Public speaking Working in a loud environment 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 Working in confined space environment including wearing respiratory

	equipment
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- All Workers 2362</u> of the ANSTO WHS Management System	Officer (definitions found in appendix A of AP-2362) Manager / Supervisor 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. Trade or higher qualifications in relevant technical discipline and extensive supervisory experience as a contract/construction manager in a building and/or industrial environment;
2. Broad and extensive experience managing building and/or industrial construction projects and/or contracts;
3. Experience developing creative and systematic technical solutions;
4. Good knowledge of relevant Australian Standards, Codes and other statutory requirements, especially relating to the engineering and building construction industries.
5. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management;
6. Ability to establish and maintain collaborative and supportive relationships with internal and external customers;
7. Willingness to pro-actively share knowledge, information and insight with team members.
8. Demonstrated experience in successful customer management;
9. Ability to think strategically, influence and negotiate.