



## POSITION DESCRIPTION

<b>Position Title:</b>	Project Planner
<b>Cluster / Business Unit / Division</b>	AME – ANSTO Maintenance & Engineering
<b>Section or Unit:</b>	Maintenance
<b>Classification:</b>	Band 5
<b>Position Description Number:</b>	PD-0566
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	Non-stemm

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## POSITION PURPOSE

The primary objective of the Project Planner is to perform the prioritisation, planning, management of maintenance projects or allocation of tasks and contract administration functions required to provide services to maintain and upgrade facilities across site to support ANSTO's business activities.

## 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 (ANSTO Maintenance & Engineering) is dedicated to enhancing and maintaining ANSTO's facilities and environs 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, the National Medical Cyclotron, Camperdown and the Australian Synchrotron at Clayton, Victoria.

There are 5 main units within Maintenance:

- Infrastructure/Spatial Planning and Property Management
- Active Maintenance & Response
- Contracts and Facilities Services
- Maintenance Transformation
- Workshops Central Scheduling and Supply
- Production and Support Workshops.

The Project Planner reports to the Planning Supervisor. The position works in a team of six (6) office-based project planners and interfaces with a team of five (5) field-based Works Supervisors. The role is central to the Maintenance teams' planning, contract and project management activities.

The position's key internal customers include staff at all levels within ANSTO requiring maintenance and upgrade work. External customers include tenants of ANSTO buildings, contractors, suppliers and tendering organisations

## ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Review of Requests for Support (RFS) and online INFRA notifications for suitability and where required, allocate correct account details.
- Preparation of cost estimates, capital submissions, justifications, project plans, customer updates, purchase requisitions and subsequent approvals and invoice certifications within delegated limits.
- Assist with the development of tender and contract documentation and subsequent supplier evaluations and reviews.
- Assist in the development of technical and contract specifications.
- Manage the day-to-day allocation of maintenance work including work order administration, determining how work is to be completed (in-house or outsourced) and investigating resource availability.
- Assist with the management of routine, corrective, breakdown and maintenance work in accordance with maintenance plans using consolidated outsourcing contracts, period contracts and in-house resources.
- Plan, prioritise and manage the completion of all routine and non-routine project and maintenance work to ensure established Service Level Agreements (SLA's) and performance indicators are met.
- Undertake high and low level planning functions associated with the Active Maintenance Workshop, (including work order creation, allocation and close out, coordinating planning and safety review forums as required).
- Source and engage contractors directly to undertake breakdown and non-routine works and liaise closely with Clients and Works Supervisors.
- Determine maintenance work requirements and prioritisation including reviewing and reorganising work plans and activities to manage conflicting priorities.
- Maintain accurate and comprehensive information and records within the Computerised Maintenance Management System (CMMS) for all in progress and completed work.
- Establish quality working relationships and ongoing communication with clients, including developing communication plans and providing reports on project progress.
- Co-ordinate project and equipment handover from clients ensuring equipment detail modifications are collated in readiness for upload to the CMMS.
- Monitor, review and manage existing contracts to predetermined performance indicators and in line with agreed contract terms and conditions.
- Ensure all work undertaken complies with the quality and environmental frameworks, safety procedures and standards, regulatory requirements and Engineering Quality Framework.
- Respond to and resolve customer issues to ensure quality customer service and customer expectations are met.
- Engage in risk assessments and quality control aspects of the FM business including safety, audits and review of SWMS.
- Review and identify opportunities to improve and ensure quality control and compliance including participating in audits.
- Promote a strong safety culture including safety risk assessments, Contractor inductions and management presentations. Ensure Safety plans and SWMS are prepared and reviewed for all non-routine works and assist in the development of Contractor Induction and Training programs.
- Maintain up-to-date knowledge of the latest developments and best practice for maintenance planning, project management and contract administration and recommend improvements as identified.
- Drive continuous improvement by encouraging the sharing of knowledge and experiences within and across the unit.

- Assist in the development of standard and consistent work methods which apply the principles of project management.
- Undertake additional duties as required and during periods of leave of other staff.
- Fulfil WHS responsibilities as specified in AP-2362 of the ANSTO WHS system.

### Decision Making

The levels of authority the position holds in respect to decision making include:

- 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 AG-1682 (as amended or replaced).

### Key Challenges

The major challenges for this position include:

- Acceptance of the accountabilities associated with the outcomes achieved.
- Improve communication to ensure that customer expectations are managed.
- Prioritising workload where there are multiple customer requirements and unplanned activities requiring completion within tight timeframes.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager, Maintenance Contracts and Facilities Services	<ul style="list-style-type: none"> <li>• Receive guidance and direction on maintenance tasks.</li> <li>• Advise on maintenance methodology and conduct.</li> <li>• Staff engagement and quality recruitment.</li> <li>• Gain endorsement for projects</li> </ul>
Planning Supervisor	<ul style="list-style-type: none"> <li>• Work in conjunction to coordinate the portfolio on a day-to-day basis.</li> <li>• Seek advice on determining maintenance work requirements, delivery and quality</li> <li>• Seek input to inform the operational schedule for planned and unplanned maintenance and training requirements for maintenance tasks.</li> <li>• Discuss 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>• ALL departments onsite</li> </ul>
<b>External</b>	
ARPANSA/TGA/GMP	<ul style="list-style-type: none"> <li>• Participate in Audits and complete audit preparation.</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>• Develop and manage supply agreements for equipment and spare parts.</li> <li>• Scope contracts and assist in the development of contractual documentation.</li> </ul>

### POSITION DIMENSIONS

Staff Data
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Reporting Line	Reports to the Planning Supervisor
Direct Reports	Nil
Indirect Reports	Nil

#### Financial Data (2015/2016)

Revenue / Grants	NIL
Operating Budget	NIL
Staffing Budget	NIL
Capital Budget	NIL
Assets	NIL

#### Special / Physical Requirements

Location:	Lucas Heights / Camperdown 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) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment including wearing respiratory equipment
Radiation areas:	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

#### Workplace Health & Safety

Specific role/s as specified in AP- All Workers 2362 of the ANSTO WHS Management System

#### ORGANISATIONAL CHART

As per published org chart

#### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade or higher qualifications in relevant technical discipline and extensive supervisory experience as a maintenance manager in a building and/or industrial environment;
2. Electrical trade qualifications are highly desirable.
3. Broad and extensive experience managing building and/or contractors and/or contracts;
4. Experience developing creative and systematic technical solutions;
5. Good knowledge of relevant Australian Standards, Codes and other statutory

- requirements, especially relating to the engineering and building construction industries.
6. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management;
  7. Ability to establish and maintain collaborative and supportive relationships with internal and external customers;
  8. Willingness to pro-actively share knowledge, information and insight with team members.
  9. Demonstrated experience in successful customer management;
  10. Ability to think strategically, influence and negotiate.

**VERIFICATION**

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Brad Davis	Name:	Mark Moore
Title:	Manager, Contracts & Centralised Planning	Title:	General Manager, Maintenance
Signature:		Signature:	
Date:		Date:	