



POSITION DESCRIPTION

Position Title:	Laundry Operator
Cluster / Business Unit / Division	Nuclear Operations and Nuclear Medicine
Section or Unit:	Waste Operations
Classification:	Band 2
Job Family:	Service Delivery
Position Description Number:	PD-1914
Work Contract Type:	Technical
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Laundry Operators collect laundry exposed to potential contamination, launder items and deliver laundered clothing back across the Lucas Heights site within agreed timeframes.

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 Nuclear Operations and Nuclear Medicine group brings together the key areas of Reactor Operations and Waste Management with the commercial businesses of Health and ANSTO Nuclear Medicine (ANM). Waste Management Services (WMS) is responsible for the safe, compliant, and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO's strategic objectives, regulatory requirements, and public expectations.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Pickup, wash, dry, monitor, log and deliver ANSTO laundry designated for on-site laundry servicing
- Plan and organise own work for the week with division of work between the team members.
- Updating records and reporting work throughput
- Discussing with customers on when and where collection and delivery points are, and what to do with clothing which is contaminated after washing
- Provide feedback to customers on issues relating to the laundry service or to their specific items
- Ensuring maintenance of machines and equipment is upkept by logging issues and ensuring the team supervisor can liaise with ANSTO facilities management with accurate information
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the Laundry, including allocation of resources and timing of work tasks.
- Determine key work priorities within the context of the laundry service level agreement and will consult with the LLLW Radioactive Waste Supervisor on complex, sensitive and major issues that have a significant impact on the Laundry.
- Maintenance requirements for the laundry, and purchasing requirements

- 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

- Laundering and returning the designated laundry scanned and pressed as per the service level agreement timing.
- Ensuring the successful implementation of Laundry and Maintenance Service Level Agreements whilst managing conflicting priorities and tight deadlines.
- Improving customer service, response times and delivery efficiencies.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Recommend and gain endorsement for plans and goals and other initiatives
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
ANSTO customers	<ul style="list-style-type: none"> • Collection and delivery of designated laundry, location, and timing • Determination of what happens with items which are still contaminated after laundering
External	
Auditors, including regulators	<ul style="list-style-type: none"> • Describe work and provide evidence of work getting done Purpose

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Radioactive Waste Supervisor
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2021/2022)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	Rarely required travel to other ANSTO sites
Physical:	Working in a loud environment Industrial facility physical requirements (manual handling up to 20kg, lifting, standing for long periods, operating machinery, equipment, and radiation monitors) Wearing personal protective equipment for the handling of hazardous and radioactive materials

Radiation areas:	Perform duties 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
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 AP-2362 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

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Completed High School.
2. Class C driver's licence.
3. Demonstrated experience in an industrial environment.
4. Demonstrated experience working in a team to allocate work and complete tasks.
5. Demonstrated experience in a regulated environment (ability to follow procedures and instructions).
6. Demonstrated experience in managing effective relationships with key stakeholders/customers.
7. Ability to launder clothing, including ironing.

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:	Matt Shelley	Name:	Pamela Naidoo-Ameglio
Title:	Radioactive Waste Supervisor	Title:	Group Executive, Nuclear Operations
Signature:		Signature:	
Date:		Date:	