



POSITION DESCRIPTION

Position Title:	Team Leader Stores & Warehouse
Cluster / Business Unit / Division	Finance Operational Services
Section or Unit:	ANSTO Enterprise Services
Classification:	Band 5
Position Description Number:	PD-2005
Work Contract Type:	Technical

POSITION PURPOSE

The primary objective of the Team Leader Stores & Warehouse is to manage the coordination of Warehouse and internal supply chain processes so that resources can be managed efficiently and effectively through ANSTO. This is to be done in accordance with ANSTO's Business management System (ABMS) procedures and guidelines.

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 Finance Operational Services

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 five 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.
- Fleet Management services to support the vehicle & forklift inventory across site including procurement & ongoing maintenance of the fleet.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage the operation of receiving and main stores, ensuring effective supervision of staff, resources and compliance with agreed Service Level Agreements while working in a framework of safety and financial compliance.
- Manage and act as nominated representative for the active sources contained in Xray Machine and reporting to regulators for compliance against regulations
- Develop and foster a culture of Continuous improvement encompassing both process improvements and staff development
- Manage staff, set work objectives, manage and assess performance and behaviour, provide coaching and training, review KPI's and complete appraisals
- Create a culture which embraces high quality customer service across the organisation, ensuring that management systems and process drive delivery outcomes which lead to best industry practice.
- Creation and maintenance of accurate SAP master data including economic order quantities, information records .
- Maintain SAP transactional data in a timely and accurate manner to ensure a high level of record inventory accuracy as measured by programmed cycle counts
- Accountable for all inventory management, reconciliation and reporting for Financial statements duly audited as part of external review.
- Manage external, intra and inter plant movements of materials to support site operations.
- Utilise SAP to purchase materials through validated suppliers to ensure no stock outs.
- Ensure a safe workplace concerning the storage and movement of materials including adherence to the safe practise of storing dangerous goods and the chain of responsibility when loading trucks.
- Ensure security measures are enforced and equipment by correctly operating and maintaining equipment and processes for incoming goods.
- Conducting, reporting Warehousing and Stores Safety Audits and implementing any improvements arising.

Decision Making

- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position. The position works within a framework of legislation, regulatory requirements, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives of their team, including deciding on methods, approaches, operations and allocation of resources, overseen by the Manager Logistics and Warehouse.
- The Team Leader is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Manager and customer groups (Managers and Staff). The position is expected to make operational decisions, based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information.
- The position determines key work priorities for their team within the context of agreed work plans and will take direction from the Manager Logistics and Warehouse on complex, sensitive or major issues that may have a significant impact on ANSTO or the customer groups
- 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

- Establishing solid working relationships with a wide range of key senior stakeholders.
- Handling a variety of goods safely and securely.
- Putting together specifications for quotations given the complexity of regulatory requirements.
- Troubleshooting inventory errors occurring through SAP given there are so many factors such as misallocations, failure to scrap, and failure to record movements

- Complying with Commonwealth guidelines whilst keeping to tight time constraints and justifying purchasing waivers.
- Prioritising duties and multi-tasking in order to meet the demands of multiple stakeholders across site.
- Running geographically diverse areas

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular updates on key tasks, challenges and critical issues affecting the distribution plan • Escalate issues and propose solution • Provide evidence-based advice on inventory matters
Work area team members	<ul style="list-style-type: none"> • Provide advice and analysis on a full range of warehousing and logistics matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Resolve conflicts on shift
ANSTO Health Physics	<ul style="list-style-type: none"> • Ensure any radioactive sources are handled in accordance with ANSTO procedures.
ANSTO Regulatory	<ul style="list-style-type: none"> • Understand regulations and ensure team compliance
ANSTO Security	<ul style="list-style-type: none"> • Ensure compliance with security requirements by team members
External	
Vendors	<ul style="list-style-type: none"> • Ensure any shipment issues are quickly resolved • Follow Chain of responsibility guidelines.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to Manager Logistics and Warehouse
Direct Reports	5
Indirect Reports	Nil

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:	<ul style="list-style-type: none"> • Ability to pack a truck safely • Ability to lift up to 23kg • Applicants should be fit and able to undertake manual handling • Working in different areas of ANSTO as needed • Willingness to work extended and varied hours based on operational requirements. • Satisfy ANSTO Security and Medical clearance requirements. <p>Wearing personal protective equipment for the handling of hazardous materials</p>

Dangerous Goods areas:	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.
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 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

- Diploma or higher in relevant field or equivalent qualification or significant experience in leading stores and warehousing teams.
- Experience in leading, mentoring staff and managing operations in a team environment. Forklift and Drivers Licence including a requirement to hold a medium rigid Drivers Licence.
- Understanding of the regulations for storing and handling dangerous goods.
- Experience in operating and interpreting Security Scanning Equipment.
- Understanding the importance of Work Health and Safety, Environment, Quality and Regulatory requirements of AES clients.
- Strong verbal communication skills with an emphasis to adopt communication styles to suit the audience including drafting procedures, policy write, complete audits and manage staff performance
- Intermediate computing skills including SAP and Microsoft products.
- Be able to conduct Safety Audits, report and recommend improvements.
- Understand the financial impact of stock transactions.

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:	Tony Fisher	Name:	Grahame Batger
Title:	Warehouse & Logistics Manager	Title:	GM AES
Signature:		Signature:	
Date:		Date:	