



## POSITION DESCRIPTION

<b>Position Title:</b>	Utilisation Operator
<b>Cluster / Business Unit / Division</b>	Nuclear Operations
<b>Section or Unit:</b>	OPAL Utilisation
<b>Classification:</b>	Band – 3/4 (Linked Role)
<b>Position Description Number:</b>	PD-1918
<b>Work Contract Type:</b>	Technical
<b>STEMM/NON-STEMM:</b>	STEMM

### POSITION PURPOSE

The primary objective of the Utilisation Operator is to perform all activities required to enable safe and effective utilisation of the OPAL Reactor. This includes pool top operations performing production and supporting maintenance activities, fuel handling and operation of the utilisation facilities and supporting processes. All work is performed within a highly regulated environment.

### 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 division operates the OPAL reactor for the purpose of supporting the strategic objectives of ANSTO. This includes the provision of neutron beams to the Australian Centre for Neutron Scattering and irradiation services to ANSTO Health for the purpose of Nuclear Medicine production.

The OPAL Utilisation section is responsible for the safe handling of fuel and the operation of utilisation facilities. The functions include the safe and efficient operation of Bulk Irradiation Facilities, Large Volume Facilities, LRT and SRT Pneumatic Conveyor Systems, Hot Cells, NTD silicon rigs and handling equipment. OPAL Utilisation is a key area for customer interaction.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for the band 3 position include:

- Operate OPAL irradiation facilities and processes safely, effectively, and in accordance with approved procedures, instructions and safe work practices. This includes Bulk rig production processes, Large volume facility production processes, Pneumatic facility production processes, Hot Cell Operations, manipulator operations, cranes and hoists operations and operation of specialised tools
- Undertake role accountabilities in accordance/compliance with the safety, quality and environmental framework, procedures and Instructions, regulatory requirements and management principles;
- Safe handling of reactor fuel, targets materials (including silicon) and irradiation rigs through their production lifecycle from reception to despatch in accordance with relevant instructions, procedures and safe work practices;
- Control of production processes using computer systems, in particular the RCMS and SAP production systems. This includes recording material movements to maintain accurate records of reactor fuel and targets movements to ensure operational and safeguards requirements are met.

- Perform regular inspections and functional tests of plant and equipment to ensure optimal equipment functioning and high standards of housekeeping. Utilise SAP to create maintenance notifications or activity reports.
- Attain and maintain authorisations, competencies including WHS compliance as required by the role. Undertake all training required to attain and maintain necessary competencies.
- Communicate effectively with other Utilisation Operators, Shift Managers and the Production Manager to provide a status of utilisation operations so that work continues in a safe and planned manner;
- Undertake additional duties as required and during periods of leave of other staff. This includes performing general duties associated with the General Hand within the Utilisation Team during periods of high workload or absence.
- Professional aptitude, logging and reporting incidents in GRC.

The key accountabilities for the band 4 position include:

- Independent performance of all role accountabilities listed in the band 3 key accountabilities whilst exercising sound individual judgement, conservative decision-making and ensuring communication with key stakeholders.
- Undertake radiological monitoring activities in support of production and operations. Maintain accurate records of radiological monitoring activities and assessments.
- Co-ordinate the efforts of the shift team to ensure shift activities/targets are achieved in accordance with plan and schedules.
- Identify and respond to abnormal production related issues related to utilisation facility plant and equipment (including RCMS and SAP interface) through to resolution. This includes appropriate communication with team members (including the Shift Manager), and complying with procedures, instructions and safe work practices;
- Undertake specified maintenance strategy tasks and maintenance support activities. Undertake the necessary training and attain competencies related to working at heights and working in confined spaces including the use of CABA.
- Initiate and undertake improvements to utilisation processes and undertake amendments to procedures, instructions and forms.
- Apply expertise to assess and provide feedback to management on utilisation plant performance and processes to drive improvements in plant availability, safety and efficiency.
- Co-ordinate, mentor and train other utilisation staff on practices, processes and procedures, including work safety practices;
- Maintain relationships with clients to ensure work meets client requirements.

### **Decision Making**

- Determine key work priorities within the context of agreed work plans and will consult with the Relevant Manager/Supervisor on complex, sensitive and major issues that have a significant impact.
- 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:

- Developing & maintaining knowledge of OPAL plant systems, computer systems and procedures in order to perform utilisation operations safely and efficiently;
- Working safely and effectively to meet important deadlines or tight timeframes
- Undertaking utilisation operations to comply at all times with OL&Cs, regulatory requirements, codes and standards.

## KEY RELATIONSHIPS

The position's key internal customers include the Production Manager, other Utilisation Operators, Utilisation Schedulers, OPAL Operations and Engineering & Maintenance staff, Nuclear Safeguards and other divisions within ANSTO. Utilisation Operators have occasional direct contact with external stakeholders.

Who	Purpose
<b>Internal</b>	
Utilisation Production Manager and Utilisation Manager	<ul style="list-style-type: none"> <li>• Recommend process improvements and participate in continuous improvement initiatives</li> <li>• Report on production plans</li> <li>• Provide accurate feedback regarding systems and processes</li> </ul>
Utilisation Operators, Support Officers, and General Hands	<ul style="list-style-type: none"> <li>• Maintain active involvement in team activities and improvements</li> <li>• Resolve production conflicts and suggest improvements</li> <li>• Report on issues related to systems and processes</li> <li>• Report on issues related to the execution of the production schedule</li> <li>• Share the workload and provide support to co-workers</li> </ul>
OPAL Operations, Engineering, Maintenance, Nuclear Safeguards, Health Physics and other divisions within ANSTO	<ul style="list-style-type: none"> <li>• Effectively participate in multi-team activities</li> <li>• Liaise with other teams regarding production and system issues</li> <li>• Maintain relationships to ensure quality products are delivered</li> <li>• Be actively involved in OPAL shutdowns and other projects as required</li> </ul>
Internal Stakeholders (ANSTO Health, Silicon, NSTLI)	<ul style="list-style-type: none"> <li>• Understand stakeholder requirements and expectations</li> <li>• Liaise with stakeholders regarding schedule changes if required</li> <li>• Demonstrate flexibility to accommodate sudden changes and quick response to unplanned events</li> <li>• Achieve required product quality and maintain DIFOT</li> <li>• Maintain and improve customer –supplier relationship</li> </ul>

## POSITION DIMENSIONS

The Utilisation Operator reports to the Production Manager who is responsible for the management of all Utilisation Operators.

This position is offered as either Shift Work or Set Hour or Flex-time. Any vacant positions will be advertised accordingly depending on operational requirements.

### Requirements for Transition to band 4

- Minimum 12 months experience performing band 3 accountabilities
- Attainment of all required authorisations and competencies
- Demonstrated routine radiological monitoring activities in support of production and operations.
- Demonstrated routine functional testing of plant and equipment and maintenance support activities
- Demonstrated response to abnormal production related issues related to utilisation facility plant and equipment (including RCMS and SAP interface) through to resolution

Individuals are responsible for undertaking activities in a safe manner as per ANSTO's Work Health Safety (WHS) Management System by;

- Reporting unsafe work practices, equipment, incidents and near misses;
- Working safely to reduce risk to self and others;
- Using appropriate controls; and

- Taking a proactive approach to WHS.

<b>Staff Data</b>	
Reporting Line	Reports to the OPAL Production Manager
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Authorisations and Competencies:	Attain and maintain Authorisations and competencies as specified in this position description
Travel:	The position requires the ability to travel to and from work whilst working a shift rotation without compromising the safety of plant or person.
Physical:	Industrial facility physical requirements (lifting, standing for long periods, manual handling up to 20kg, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working at heights or in confined space environments including wearing respiratory equipment
Radiation areas:	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
Hours:	This position is offered as either Shift Work or Set Hour or Flex-time. Any vacant positions will be advertised accordingly depending on operational requirements Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy Citizenship, ANSTO Security and Medical clearance requirements. Obtain and maintain appropriate federal government clearance

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <a href="#">AG-2362</a> 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

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Trade qualification in technical and/or relevant discipline and/or equivalent experience;
2. Experience operating and handling technical plant or mechanical equipment;
3. Experience in operating plant ancillary equipment such as Forklifts hoists and cranes.
4. Experience in undertaking maintenance or maintenance support activities
5. Experience in utilising computerised systems or databases to control or record the movement of material
6. Demonstrated focus on safe operations, continuous improvement and problem-solving.  
Demonstrated ability to work independently as well as within a shift team environment;

7. Personal qualities that add value to a team operating in a high-level production, safety & quality environment.

### 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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	David Vittorio	Name:	Pamela Naidoo-Ameglio
Title:	OPAL Reactor Manager	Title:	Group Executive Nuclear Operations
Signature:		Signature:	
Date:		Date:	