



## POSITION DESCRIPTION

<b>Position Title:</b>	Quality Management System Analyst
<b>Cluster / Business Unit / Division</b>	Office of the Chief Engineer
<b>Section or Unit:</b>	Engineering Quality Management
<b>Classification:</b>	Band 5
<b>Job Family:</b>	Engineering and Technical
<b>Position Description Number:</b>	PD-2475
<b>Work Contract Type:</b>	Technician
<b>STEMM/NON-STEMM:</b>	STEMM
<b>STEMM CATEGORY:</b>	Engineering

---

## POSITION PURPOSE

The QMS Analyst is responsible for maintaining the integrity and high standards of data quality within ANSTO's harmonised enterprise Quality Management System (QMS) to drive a culture of continuous improvement.

## 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 Office of the Chief Engineer will create an authorising environment through the development of an engineering management system which defines, manages, maintains, and assures safety, compliance, quality and integrity of assets, engineering standards and technical competence at ANSTO. This group provides standards, policies, expertise, engineering technical oversight and governance which supports engineering delivery and to provide challenge to certain engineering outcomes.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Key Accountabilities

- Responsible for technical writing and maintaining management systems-controlled documents for the Office of the Chief Engineer.
- Monitoring and managing data quality within the engineering management system including running reports from various tools such as SAP, GRC, ACS.
- Participate in engineering auditing for accuracy and integrity and identify and analyse trends or patterns.
- Train staff on data handling to ensure understanding of data quality standards.
- Provide end user support for the engineering management system and liaise with different departments to ensure consistency and compliance with data quality standards.
- Contribute to the continuous improvement of the Engineering Management System by identifying potential enhancements to data quality.
- Participate in designing, maintaining and undertaking continuous improvement actions on process governance frameworks ensuring new process/improvements or amendments to an existing process is managed through the appropriate channel.
- Development of datasets for KPI reporting.

- Undertake additional duties as required and during periods 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 unit, including deciding on methods and approaches.
- The position is accountable for the accuracy, integrity, and quality of the content of advice provided to ANSTO and is required to ensure that decisions are based on sound evidence.
- Determine key work priorities within the context of agreed work plans and will defer to the Business Management Systems Manager on complex, sensitive and major issues that have a significant impact on the unit and ANSTO.
- Facilitating decisions related to the development, implementation, and continuous improvement of the Engineering management system framework.
- Making decisions regarding Continuous Improvement and rectify any issues or non-conformities in the QMS.
- 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

- Ensuring the precision and integrity of data within the Engineering management system can be challenging, particularly in complex information environments.
- Implementing changes within the Engineering management system, including updates to ensure compliance with evolving regulations or to incorporate continuous improvement initiatives, requires careful management.
- A QMS Analyst faces the challenge of harmonising these into a single, cohesive system. They must work to integrate disparate processes while maintaining the integrity and effectiveness of the Engineering Management System.
- Cultivating a culture that genuinely embraces continuous improvement is an ongoing challenge.
- Quality standards and regulations can evolve rapidly, and it's critical for a QMS Analyst to stay current with these changes.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> </ul>

### POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Business Management Systems Manager
Direct Reports	N/A
Indirect Reports	N/A

### Special / Physical Requirements

Location:	Lucas Heights / Clayton 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) Public speaking
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
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-2362</u> 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.
---	---

## ORGANISATIONAL CHART

On file

## KNOWLEDGE, SKILLS, AND EXPERIENCE

1. A relevant degree or diploma in engineering or a related field is required.
2. Experience in engineering, maintenance or as a quality practitioner
3. Strong computing skills including Microsoft applications, word, excel and SAP (desirable)
4. Experience in auditing is desirable
5. Comprehensive understanding of QMS principles, standards, and best practises, as well as the applications used to manage and analyse quality-related data.
6. The ability to review, interpret, and derive meaningful insights from various types of data is crucial. Proficiency in statistical analysis and the ability to identify trends and patterns is necessary.
7. The capacity to address issues within the QMS, find root causes, and implement solutions is fundamental for continuous improvement.
8. Awareness of industry-specific regulatory requirements and quality standards that affect the organisation. This includes staying current with changes in these regulations.

## 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:		Name:	
Title:	Business Management Systems Manager	Title:	Head of Engineering Quality Management
Signature:		Signature:	
Date:		Date:	