



POSITION DESCRIPTION

Position Title:	SAP Enterprise Assets Management Team Lead
Cluster / Business Unit / Division	Information Technology
Section or Unit:	SAP Solutions
Classification:	Band 6
Job Family:	ICT & Digital Solutions
Position Description Number:	PD-2522
STEMM/Non-STEMM:	STEMM
STEMM Category:	Technology
Work Contract Type:	Professional

POSITION PURPOSE

As a key member of our Information Technology (IT) team, this position will play a crucial role in the design, implementation, and optimisation of SAP solutions to meet the organisation's business needs. This role requires deep expertise in the relevant SAP modules and a strong understanding of business processes across various functional areas. This position will collaborate closely with cross-functional teams, including business stakeholders, IT professionals, and external vendors, to ensure successful delivery of SAP projects, Discoveries and Support.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply innovative 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.

Information Technology is dedicated to operating, enhancing and maintaining ANSTO's Information and Operational Technology to ensure safe, secure and sustainable digital services. IT is made up of several specialised departments, including Cyber Security, Portfolio and Travel.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

1. Requirement Gathering and Analysis:

- Collaborate with business stakeholders to understand their requirements and translate them into SAP functional specifications.
- Conduct detailed analysis of business processes to identify gaps and opportunities for process improvements.

2. Solution Design and Configuration:

- Design SAP solutions based on best practices and industry standards to meet business requirements.
- Configure SAP modules according to business needs, ensuring alignment with organisational goals and objectives.

3. Implementation and Deployment:

- Lead or contribute to the implementation of SAP projects, including system setup, data migration, and integration with other enterprise systems.

- Collaborate closely with technical teams to ensure successful deployment of SAP solutions within established timelines and budgets.
- 4. Testing and Quality Assurance:**
 - Develop and execute test plans to validate SAP configurations and customisations.
 - Collaborate with business users to conduct user acceptance testing (UAT) and ensure solutions meet their expectations.
 - Ensure that the Solutions are compliant with the Change Control Process.
 - Provide Quality Assurance to the Solutions proposed by Contractors / vendors.
 - 5. Training and Support:**
 - Provide training and knowledge transfer and support teams on new SAP functionalities and processes.
 - Serve as technical subject matter expert (SME) and provide ongoing support for SAP applications, including troubleshooting and issue resolution.
 - Lead as a System Administrator for specialised systems within functional domain.
 - 6. Documentation and Knowledge Management:**
 - Document functional specifications, configuration changes, and other relevant project artifacts.
 - Maintain up-to-date documentation and knowledge base for SAP solutions to facilitate future enhancements and support activities.
 - 7. Continuous Improvement:**
 - Stay current with SAP product updates, industry trends, and emerging technologies to recommend innovative solutions that drive business value.
 - Identify opportunities for optimization and automation within existing SAP landscapes to improve efficiency and productivity.
 - 8. Mentoring/supporting/leading of junior staff:**
 - Empower & guide the team to deliver assignments independently & successfully.
 - 9. Resource Management:**
 - Selection & on-boarding of resources.
 - Ensuring optimised utilisation of the team members across the Plan, Build & Run portfolio, by reviewing their capacity on regular basis.
 - Provide Performance review for Permanent & Contracted team members, at an agreed frequency.

Decision Making

- The position is fully accountable for the accuracy, integrity and quality of the content of advice and the service provided to customers and other stakeholders and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Manager, SAP Solutions on complex, sensitive and major issues that have a significant impact.

Key Challenges

- Dealing with a broad range of stakeholders with varying levels of technical understanding.
- Coordinate across ANSTO regarding relevant business processes as different ingrained methodologies exist for the same processes across site and negotiating and coordinating a common process will be a challenge.
- Understanding how to leverage the capacity and expertise of an extended team/third party support, working in various locations, and potentially different time-zones.
- Quality of resources from support partners.
- Integration of the processes between on-premise and cloud systems.
- Building stakeholder relationships in a complex environment where resources might be limited.
- Supporting the business and its processes to ensure master data is managed and maintained appropriately.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> Actively contribute to the direction and strategy of SAP Solutions. Provide expert and techno-commercial advice on all phases of IT projects from concept to completion. Recommend and gain endorsement for improvement to practice or development plans, goals, and other initiatives. Operational Reporting as defined.
Work area team members	<ul style="list-style-type: none"> Provide expert advice, technical and otherwise on a full range of matters. Collaborate and share accountability. Negotiate and resolve conflicts. Actively share knowledge. Demonstrate team culture. Manage performance and development of the team members.
Internal Stakeholders	<ul style="list-style-type: none"> Collaborate with the senior management, Business SMEs, and end users to address operational issues and requirements. Co-plan monthly releases with business and monitor adherence to the commitments. Work as an active conduit between business and IT as well external service providers.
Direct Reports	<ul style="list-style-type: none"> As per the Org Chart.
Enterprise Architects	<ul style="list-style-type: none"> Collaborate on the New Project Request process, to explore & develop new solution ideas. Assist in the build of the business cases by providing techno-commercial inputs.
Project Management Office	<ul style="list-style-type: none"> Work closely with the designated Project Managers to deliver projects as planned. Assist in Project Reporting.
Quality / Compliance Managers	<ul style="list-style-type: none"> Ensure that the Computer Systems Validation (CSV) documentation is maintained, reviewed & updated as per the schedule. Participate in internal audits.
External	
Stakeholders/Vendors	<ul style="list-style-type: none"> Strong rapport with SAP and other vendors. Develop and manage effective relationships to collaborate on IT initiatives, projects, and delivery. Effectively exchange information with external stakeholders and vendors. Practice collaborative culture. Develop strategic relationships, adding value to ANSTO such as industry best practice knowledge and solutions. Provide structured feedback on Performance of resources.
Auditors	<ul style="list-style-type: none"> Take proactive actions to minimise non-compliance. Participate in audits & address corrective actions.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the SAP Solutions Manager
Direct Reports	Internal and external Consultants
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:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer).
Radiation areas:	May be required to work in radiation areas under tightly regulated 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 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

On file.

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Bachelor's degree or equivalent in Computer Science, Information Systems, Business Administration, or related field. Advanced degree or SAP certifications are a plus.
2. Significant experience as an SAP Functional Consultant with expertise in one or more SAP systems in the respective functional domain (e.g. ECC6, APO, BW, C4C, Concur, IBP and SuccessFactors).
3. Strong understanding of business processes across required functional area(s) Access Control, Assets Management, Enquiry to Cash, Move to Stock, Plan to Report, Prospect to Customer, Recruit to Retire & Source to Pay.
4. Hands-on experience in SAP design, configuration, customization, and integration using tools like SAP Solution Manager, SAP Fiori, PO/PI, IDocs, and SAP NetWeaver.
5. Excellent analytical and problem-solving skills with the ability to translate business requirements into technical solutions.
6. Effective communication and people skills, with the ability to collaborate with diverse stakeholders and work in a team environment.
7. Proven track record of delivering successful SAP projects from inception to completion, adhering to project management methodologies and best practices.
8. Strong commitment to quality, with a focus on delivering value-added solutions that meet or exceed customer expectations.
9. Demonstrated experience leading Functional Stream on projects or support using methodologies such as SAP Activate in a regulated manufacturing environment.
10. Strong understanding of IT Service Delivery and Information Management frameworks e.g. ITIL.

11. Skills and understanding of Quality Management Systems such as ISO9001:2000, GMP and CSV.

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:	Shailesh Chitnis	Name:	Marianne Morton
Title:	SAP Solutions Manager	Title:	Chief Information & Digital Officer
Signature:		Signature:	
Date:		Date:	