



POSITION DESCRIPTION

Position Title:	Stores Officer
Cluster / Business Unit / Division	Business Operations & Systems
Section or Unit:	ANSTO Enterprise Services/Supply Chain Services
Classification:	Band 3
Position Description Number:	PD-1808
Work Contract Type:	Technical

POSITION PURPOSE

The primary purpose of the Stores Officer is to ensure the secure, safe and efficient receipt and dispatch of orders to meet business timelines and customer expectations, ensuring they are cleared in accordance with ANSTO's 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 Business Operations & Systems 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 comprises four key groups,

- Business & Engagement Services which provides services in Project Management, Business Analysis and Improvement, Change Management, Training, Quality and compliance as well as the frontline Service Centre;
- Employee Lifecycle Services 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.
- Business 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.
- Supply Chain Services to support the various areas of ANSTO including end to end procurement delivery and operations, storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, dispatch and delivery.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Responsible for the day to day receipt, storage, movement, despatch and processing orders in accordance with customer expectations and timelines in line with ANSTO and ASI procedures and guidelines
- Proactively monitoring the status of orders to:
 - advise of opportunities where irradiated products can be shipped to customers earlier than planned
 - Provide early advice when timelines are unlikely to be met
- Communicating with logistic companies and customers regarding deliveries and shipments
- Conducting initial and final QA inspections of materials and products. Raise Non-Compliance reports and communicating with customers and line management regarding physical damage to materials
- Managing the logistics of orders on site. This includes communicating effectively with Technical Officer and Australian Federal Police (AFP) regarding orders movements
- Maintaining the store room in accordance with industry best practice, ensuring equipment is managed and maintained as fit for purpose. Coordination of the purchase of and maintenance of equipment suitable for storeroom activities
- Ensuring documentation and databases are complete and accurate to allow for orders accounting
- Preparation of stock reports
- Conducting, reporting and implementing improvements from Safety Audits.
- Loading and unloading goods in a safe manner to avoid personal injury and to minimise any damage to the goods.
- Interpreting SAP delivery conditions, conduct inspections and receipt goods into SAP, to activate the Supplier payment process.
- Reviewing processes and suggesting changes to ABMS documentation to ensure system meets business requirements.
- Following procedures associated with Materials Handling equipment and Controlled Apparatuses.
- 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.
- The ANSTO values, organisational corporate plan, business plan, organisational excellence program, the various business strategies and objectives provide the context for the position.
- Determine key work priorities within the context of agreed work plans and will consult with the Manager on complex, sensitive and major issues that have a significant impact on the customer.
- 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

- Maintaining the logistics operations of the Store
- Managing customer orders effectively and efficiently, keeping abreast of customer requirements and order movements
- Improving customer service, response times and delivery efficiencies, ensuring DIFOT and other KPIs are met
- Ensuring compliance with legislative and quality requirements

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular status reports, receive performance feedback and consult on the management of sensitive or business critical issues • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Provide advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Wider Stores and Reactor Operations team members	<ul style="list-style-type: none"> • Provide assistance when required • Provide advice and analysis on a full range of matters • Contribute to process improvement, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
ANSTO employees	<ul style="list-style-type: none"> • Assist with day to day enquiries
External	
Vendors, logistics companies	<ul style="list-style-type: none"> • Preparation of orders, resolving issues and complaints • Ensure any shipment issues are quickly resolved
Customers	<ul style="list-style-type: none"> • Respond where appropriate, to customer enquiries • Advise customers where appropriate, regarding orders and shipments • Preparation of orders, resolving issues and complaints • Ensure any shipment issues are quickly resolved

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Supervisor Inventory & Warehousing
Direct Reports	Nil
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	<p>Office based physical requirements (sitting, standing, movement around office and site, extended hours working at computer)</p> <p>Labour intensive physical requirements (sitting, standing, frequent manual handling up to 20kg)</p> <p>Standing for long periods</p> <p>Frequent movements (climbing, stooping, kneeling, crouching, crawling)</p> <p>Industrial facility physical requirements (operating machinery, equipment)</p> <p>Wearing personal protective equipment for the handling of hazardous and/or radioactive materials</p>
Radiation areas:	<p>May be required to work in radiation areas under tightly regulated conditions</p> <p>Perform duties in an area where radioactive materials are handled</p>

	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

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

1. Tertiary qualifications in supply chain or other appropriate discipline and / or equivalent relevant experience.
2. Experience in the despatch and distribution of time sensitive goods.
3. Forklift and Drivers Licence including desired requirement to hold a heavy vehicle Drivers Licence.
4. Demonstrated commitment to safety including knowledge of and application of correct manual handling techniques and proven housekeeping skills.
5. Experience in operating materials handling equipment.
6. Experience in operating and interpreting Security Scanning Equipment.
7. Understanding and interpretation of Material Safety Data Sheet (MSDS).
8. Basic computing skills including SAP or database experience.
9. Experience conducting safety audits, writing reports and recommending supply chain improvements.
10. Experience working with various types of plant and equipment.
11. Ability and willingness to follow procedures.
12. Demonstrated ability to communicate effectively in a dynamic operational environment.
13. Proven ability to work within a team or with limited supervision.
14. Deadline driven, reliable in following through with actions, and pro-active when attending to ANSTO and customer interests.
15. Commitment to quality customer service and a determination to follow through to ensure work meets customer expectations are integral to the role.

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:	Title:
Signature:	Signature:
Date:	Date: