



POSITION DESCRIPTION

Position Title:	Project Planner
Cluster / Business Unit / Division	Nuclear Safety Security and Stewardship / High Reliability
Section or Unit:	Safety Integration
Classification:	Band 5
Job Family	Project and Program
Position Description Number:	PD-2536
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Project Planner is to perform the prioritisation, planning, management of maintenance projects or allocation of tasks and contract administration functions required to provide services to maintain and upgrade facilities across site to support ANSTO's business activities.

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.

Nuclear Safety, Security and Stewardship incorporates High Reliability (Safety), Nuclear Security and Safeguards and the Nuclear Stewardship science and technology platform. The Group provides critical enabling functions for ANSTO ensuring operational compliance for a range of regulators as well providing mandated services to federal and state government departments and agencies.

ANSTO is committed to delivering excellence in safety performance based on ANSTO's core values. The High Reliability team is comprised of professionals who provide WHS, Radiation Protection, Occupational Health and Emergency subject matter expertise and services to the organisation and our external stakeholders to ensure the ongoing safety of our people and maintain ANSTO's reputation for safe, secure, sustainable operations in line with regulatory requirement, community expectation and continuous improvement to a best practice standard. This includes supporting the Visiting Ships Panel (Nuclear) and working with the Department of Defence in its program to acquire a nuclear-powered submarine capability. Continuous improvement to best practice standard across the organisation is embedded at the local level through the programs put in place by High Reliability support functions.

Safety Integration has responsibility to optimise our subject matter expertise and ensure availability of High Reliability resources at the right time for our customers in support of Capital, Decommissioning and Operational Programs efficiently and effectively.

The Project Planner reports to the Project Manager (Asbestos and Hazmat Remediation). The position holder is an experienced planner with both WHS and asbestos and hazmat knowledge. The position must establish professional relationships with internal clients within ANSTO as well as external clients, suppliers and construction industry regulators.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Review of Requests for Support (RFS) and online INFRA notifications for suitability and where required, allocate correct account details.
- Preparation of cost estimates, capital submissions, justifications, project plans, customer updates, purchase requisitions and subsequent approvals and invoice certifications within delegated limits.
- Assist with the development of tender and contract documentation and subsequent supplier evaluations and reviews.
- Assist in the development of technical and contract specifications.
- Manage the day-to-day allocation of work including work order administration, determining how work is to be completed (in-house or outsourced) and investigating resource availability.
- Assist with the management of routine, corrective, breakdown and maintenance work in accordance with maintenance plans using consolidated outsourcing contracts, period contracts and in-house resources.
- Plan, prioritise and manage the completion of all routine and non-routine project and maintenance work to ensure established Service Level Agreements (SLA's) and performance indicators are met.
- Source and engage contractors directly to undertake breakdown and non-routine works and liaise closely with Clients and Works Supervisors.
- Determine maintenance work requirements and prioritisation including reviewing and reorganising work plans and activities to manage conflicting priorities.
- Maintain accurate and comprehensive information and records within the Computerised Maintenance Management System (CMMS) for all in progress and completed work.
- Establish quality working relationships and ongoing communication with clients, including developing communication plans and providing reports on project progress.
- Co-ordinate project and equipment handover from clients ensuring equipment detail modifications are collated in readiness for upload to the CMMS.
- Monitor, review and manage existing contracts to predetermined performance indicators and in line with agreed contract terms and conditions.
- Ensure all work undertaken complies with the safety, quality and environmental frameworks, safety procedures and standards, regulatory requirements and Engineering Quality Framework.
- Respond to and resolve customer issues to ensure quality customer service and customer expectations are met.
- Engage in risk assessments and quality control aspects of the works including safety, audits and review of SWMS.
- Review and identify opportunities to improve and ensure quality control and compliance including participating in audits.
- Promote a strong safety culture including safety risk assessments, Contractor inductions and management presentations. Ensure Safety plans and SWMS are prepared and reviewed for all non-routine works and assist in the development of Contractor Induction and Training programs.
- Maintain up-to-date knowledge of the latest developments and best practice for asbestos and hazmat, maintenance planning, project management and contract administration and recommend improvements as identified.
- Drive continuous improvement by encouraging the sharing of knowledge and experiences within and across the unit.
- Assist in the development of standard and consistent work methods which apply the principles of project management.

- Undertake additional duties as required and during periods of leave of other staff.
- Fulfil WHS responsibilities as specified in AP-2362 of the ANSTO WHS system.

Decision Making

The levels of authority the position holds in respect to decision making include:

- 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 AG-1682 (as amended or replaced).

Key Challenges

The major challenges for this position include:

- Acceptance of the accountabilities associated with the outcomes achieved.
- Improve communication to ensure that customer expectations are managed.
- Prioritising workload where there are multiple customer requirements and unplanned activities requiring completion within tight timeframes.

KEY RELATIONSHIPS

Purpose	
Internal	
Executive/Manager/Leader	<ul style="list-style-type: none"> • Receive guidance and direction on maintenance tasks. • Provide expert, authoritative and evidence-based advice • Advise on maintenance methodology and conduct. • Staff engagement and quality recruitment
Project Manager (Asbestos & Hazmat Remediation)	<ul style="list-style-type: none"> • Report on budgets and resources consistent with project plans and goals • Recommend and gain endorsement for plans and goals and other initiatives. • Work in conjunction to coordinate the portfolio on a day-to-day basis. • Seek advice on determining work requirements, delivery and quality as based on priorities.
Work area team members	<ul style="list-style-type: none"> • Provide expert 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
Internal Customers	<ul style="list-style-type: none"> • Support on-going business
External	
External Suppliers/consultants/regulators	<ul style="list-style-type: none"> • Establish professional relationships

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Project Manager (Asbestos & Hazmat Remediation)
Direct Reports	Nil

Indirect Reports	Nil
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Financial Data

Revenue / Grants	NIL
Operating Budget	NIL
Staffing Budget	NIL
Capital Budget	NIL
Assets	NIL

Special / Physical Requirements

Location:	Lucas Heights / Camperdown 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) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment including wearing respiratory equipment
Radiation areas:	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 After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All workers
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ORGANISATIONAL CHART

This role reports to Project Manager (Asbestos & Hazmat Remediation). There are no direct reports.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade or higher qualifications in relevant technical discipline and extensive supervisory experience as a maintenance manager in a building and/or industrial environment;
2. Broad and extensive experience managing building and/or contractors and/or contracts;
3. Experience developing creative and systematic technical solutions;
4. Good knowledge of relevant Australian Standards, Codes and other statutory requirements, especially relating to the engineering and building construction industries.
5. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management;
6. Ability to establish and maintain collaborative and supportive relationships with internal

- and external customers;
7. Willingness to pro-actively share knowledge, information and insight with team members.
 8. Demonstrated experience in successful customer management;
 9. Ability to think strategically, influence and negotiate.
 10. Sound knowledge of current WHS legislation and ANSTO procedures pertaining to asbestos and hazardous material management.

VERIFICATION

Line Manager		Delegated Authority	
Name:	Barbora Gallagher	Name:	Karen Woodward
Title:	Project Manager (Asbestos & Hazmat Remediation)	Title:	Safety Assurance Group Leader
Signature:		Signature:	
Date:		Date:	