



POSITION DESCRIPTION

Position Title:	Works Supervisor
Cluster / Business Unit / Division	Nuclear Safety Security and Stewardship / High Reliability
Section or Unit:	Safety Integration
Classification:	Band 4 / Band 5 (Linked)
Job Family:	Engineering and Technical
Position Description Number:	PD-2537
Work Contract Type:	Technical
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Works Supervisor (Asbestos and Hazmat Remediation) is to independently plan, manage and supervise the effective service delivery of a multi-disciplinary team of contractors to maintain and upgrade facilities across site in support of 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 Works Supervisor reports to the Project Manager (Asbestos and Hazmat Remediation). The position holder is an experienced works supervisor 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 – Band 4	Key Accountabilities – Band 5
<ul style="list-style-type: none"> • Manage stakeholder relationships and ensure all stakeholders and customers are informed of progress; • Exercise sound judgement when assessing the viability of proposals and provide advice on the most effective techniques and methods. • Contribute to the continuous improvement of the group by encouraging the sharing of knowledge and experiences and coach/mentor team members as appropriate. • Develop internal and external networks to allow for collaboration and sharing of information and liaise with internal business units and tenants to maintain their equipment on site at ANSTO. • Provide regular feedback to management on the performance and evaluation of contractors and contracting organisations. • Review and identify opportunities to improve and promote a strong safety culture including safety risk assessments and Contractor inductions and ensure Safety plans and SWMS are prepared and reviewed for all routine and non-routine works and assist in the development of Contractor Induction and Training programs • Select, schedule, supervise and manage multi-disciplinary contractors and tradespersons to ensure routine and other works and support tasks are completed within the timeframes. nominated and ensure that the work request, compliance, quality and safety standards are met • In conjunction with the Project Managers and/or Planners supervise small projects through to completion. This may involve some elements of supervision, cost control, time management, risk management, quality/safety/environmental considerations, client progress reports, contractor administration, and contractor management. • Calculate, monitor and control the day-to-day use of resources. • Determine maintenance work requirements and manage the day-to-day 	<ul style="list-style-type: none"> • Liaise and negotiate with clients regarding the nature of and scheduling of their work; and plan, supervise, prioritise and manage the completion of all routine and non-routine high risk maintenance and/or construction work across ANSTO. • Participate in reviews of engineering and/or maintenance works including proposals, concepts, detailed designs, manufacturing, construction, installation and commissioning; proactive feedback on maintenance plans structure & content, work order text, instructions and other documents as requested. • Participate in engineering and/or maintenance design reviews and analysis of safety features providing a practical perspective on constructability, operability and maintainability; • Works supervisors shall attend regular team meetings for prioritisation, scheduling and co-ordination in conjunction with project manager and appropriate planners where requested. • Ensure all work undertaken complies with the ANSTO quality, environmental, safety, security and regulatory framework (standards, regulatory requirements, policies, guidelines, systems, processes, procedures and instructions); • Manage the risk of construction and/or maintenance activities impacting on the local community, businesses, ANSTO's staff, normal operations, existing services, infrastructure, facilities and other projects. • Coordination and scheduling of plant and equipment deliveries per schedule. • Document and provide quality verbal, digital and written reports to project managers, project planners and clients on construction & maintenance progress against costs, schedule, risks, issues, safety incidents, injuries, variations and extension of time claims; • Manage and report on the availability of contractors within Security systems and Barringtons/Smartek. • Manage contractor resource availability to deliver tasks as instructed, ensure that

<p>allocation of maintenance work and manage conflicting priorities.</p> <ul style="list-style-type: none"> • Engage contractors to undertake unplanned breakdown and non-routine works that may impact the continuity of ANSTO operations and liaise closely with clients and key stakeholders. • Organise contractor inductions, manage preparation, submission and issue of security application passes and ensure supervisory administrative functions are performed. • Organise for site services to be isolated as required specifically in relation to water, gas, air, electricity and integral safety systems. • Maintain accurate and comprehensive information and records within the Computerised Maintenance Management System (CMMS) for all in-progress and completed work. In addition ensure all applicable registers, plans, drawings and legends are accurately amended. • Maintain up-to-date knowledge of the latest developments and best practice for asbestos and hazmat, maintenance and contractor administration and contractor supervision and recommend improvements as identified. • Deliver tasks within larger AME projects that are project managed by more senior staff or more independently on smaller less complex or routine projects and tasks. <p>Baseline Training Requirement</p> <ul style="list-style-type: none"> • “WHS: Contractor Supervisor C1 Risk Management” • “Basic Radiation Safety” + “Radiation Safety Workshop” • Site specific and Task specific Isolations (Elect/Gas/Water) 	<p>contractors have enough resource available to work at ANSTO Sites.</p> <ul style="list-style-type: none"> • Perform regular contractor evaluations as requested. Provide advice to management and/or project team on the suitability of contractors for works being undertaken. • Delivery of tasks as specified within the required timeframes as shown on the work order/project program. • Correct process of cancellation or change management protocol (Variations/cancelled work) as per the business process. • Contribute to the development of service contracts for the provision of specific services and provide feedback on the performance of contract organisations. • Manage Site handover of new facilities, equipment, processes and/or infrastructure, including testing, commissioning, final inspections, training of clients and/or staff and delivery of operating and maintenance documentation; • Assist with the management of the Works supervisor group as required during absence of the Works Superintendent and or Project managers. • Undertake additional duties as required and during period of leave of other staff. <p>Baseline Training Requirement</p> <ul style="list-style-type: none"> • Minimum of 2 years on the job experience @ ANSTO in this role at Band 4.
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Decision Making

- The position works within a framework of national and state legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives, including deciding on methods and approaches, operations, project planning, and allocating contracted resources.
- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Project Manager on complex or major issues that may have a significant impact on the customer group or the wider AME group.

- 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

- Improving communication and collaboration to ensure that customer expectations are met.
- Scheduling workload where there are multiple customer requirements, conflicting priorities and unplanned activities requiring to be completed within tight timeframes.
- Ensuring work is to a high standard and fully complies with a wide range of technical, safety and quality standards, regulations and procedures.
- Communicate clearly and effectively with people of various levels of technical understanding within and outside of ANSTO;
- Expectation to develop workable solutions to complex problems.
- Maintaining essential services to ANSTO site.

KEY RELATIONSHIPS

Who	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"> • Receive guidance and direction • Negotiate and resolve conflicts • Encourage and contribute to group decision making processes, planning and goals • Collaborate and share accountability and resources • Provide detail of scheduling and priorities of all work orders and tasks • Negotiate and report on budgets and resources consistent with strategic plans and goals
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"> • Provide timely and quality maintenance works and services • Ensure at all times schedules and timelines are clearly communicated and adhered too.
External	
External Suppliers/consultants/regulators	<ul style="list-style-type: none"> • Establish and maintain professional working relationships • Provide supervision, guidance and support • Set performance requirements and manage performance • Engage to monitor performance and progress against the agreed objectives

	<ul style="list-style-type: none"> Manage licenses and ensure at all times contractors are valid to work at ANSTO (Barringtons/Smartek).
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POSITION DIMENSIONS

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

Financial Data	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

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 Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Available on the ANSTO intranet

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade in relevant technical discipline and/or equivalent relevant experience.
2. Experience supervising multi-disciplinary tradespersons.
3. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management.
4. Strong customer service orientation and the ability to establish and maintain collaborative and supportive relationships with internal and external customers.
5. Proven problem solving ability in delivering maintenance and developing creative, technical solutions.
6. Possess drive and self-motivation to work autonomously within a team in a changing maintenance environment at ANSTO.
7. Willingness to pro-actively share knowledge, information and insight with team members.
8. Sound knowledge of relevant Australian Standards, GMP, Codes and other statutory requirements, WHS Legislation and ANSTO procedures pertaining to asbestos and hazardous material management.
9. Ability to plan, prioritise and manage workload often with conflicting priorities.

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

Works Supervisor Linked Role (PD-2537)
Band 4 to Band 5 Transition Checklist

Name:	
Commencement Date:	
Assessment Date:	

Note: Full written submission demonstrating and justifying how the employee meets the requirements must also be attached.

Requirements for transition	Met Criteria
Minimum of 2 years on the job experience	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ability to liaise and negotiate with clients regarding the nature of and scheduling of their work	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participate and contribute to reviews of works including proposals, concepts, detailed designs, construction, installation and commissioning	<input type="checkbox"/> Yes <input type="checkbox"/> No
Knowledge to ensure all asbestos and hazmat works undertaken comply with the ANSTO quality, environmental, safety, security and regulatory framework	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ability to coordinate and schedule works to achieve completion as per schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ability to manage site handover of facilities, equipment, processes and/or infrastructure, including testing, commissioning, final inspections, training of clients and/or staff and delivery of operating and maintenance documentation;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ability to correct process of cancellation or change management protocol (Variations/cancelled work) as per the business process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum of 2 years on the job experience	<input type="checkbox"/> Yes <input type="checkbox"/> No

Manager Recommendation:

I have reviewed the employee's competence in accordance with Linked Role PD-2537 and certify that the employee meets all requirements for transition and recommend transition from Band 4 to Band 5 be endorsed.

Manager Name:	
Signature:	
Date:	

General Manager Assessment

I have assessed the submission and confirm that the employee meets all requirements for transition from Band 4 to Band 5

General Manager Name:	
Signature:	
Date:	