

POSITION DESCRIPTION

Position Title:	Contractor Supervisor
Cluster / Business Unit / Division	Engineering - Australian Synchrotron
Section or Unit:	Engineering - Facilities
Classification:	Band 5
Job Family:	Engineering and Technical
Position Description Number:	PD-2540
Work Contract Type:	Technical
STEMM/NON-STEMM:	NON STEMM

POSITION PURPOSE

The purpose of the Contractor Supervisor role is to oversee and manage all contractors operating on-site, ensuring their activities align with organizational policies, safety standards, and regulatory requirements. This role is entrusted with the authority to direct and manage the daily tasks and workflows of contractors, ensuring alignment with organisational goals, project timelines, and quality standards. This role is critical in maintaining a safe and compliant work environment by coordinating contractor inductions, monitoring performance, and ensuring adherence to legal and company-specific standards.

The Contractor Supervisor will act as the primary point of contact for contractors, facilitating clear communication, conducting regular site inspections, and promptly addressing any compliance or safety concerns. By fostering a culture of accountability and safety, the position ensures that contractor operations contribute to the overall success of the organization without compromising on standards or efficiency.

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 Australian Synchrotron (AS) is a division within the Australian Nuclear Science and Technology Organisation (ANSTO) and one of the nation's premier science facilities that provides a vibrant focal point for researchers from Australia, NZ and further afield. The facility provides world-leading technical capability that delivers better and faster experimental techniques that enhance current fundamental and applied research. The facility promotes international collaboration to enable leading-edge R&D that will greatly benefit Australia and our regional neighbours.

The Engineering Department at the Synchrotron provides support in the delivery of major capital projects, upgrade projects and operational support. To meet this, need the Department ensures strategies are developed to maintain and develop skills, expertise and capability to ensure technical challenges are met in the short and long term.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage building essential services to ensure safety of personnel and compliance with regulatory requirements.
- Accountable for ensuring the seamless execution of contractor-related activities and maintaining high standards of performance, compliance, and collaboration.

- Provide technical assistance and advice to the Facilities and Maintenance Manager and the facilities group on various aspects of the site's maintenance function, address challenges and support the facilities group with limited resources.
- Ensure regular testing / maintenance is carried out on the facility's essential services such as fire detection and suppression, emergency lighting etc., and that records / reports are kept in a central location.
- Source, supervise and monitor performance of contractors on site (from contracting companies) that are engaged to provide specialised technical support for projects and works ensuring all work is carried out in a safe manner as per the contractor management procedure.
- Organise and supervise larger maintenance works with relevant contractors to suit facility needs as required.
- Schedule contractors for preventative and Adhoc maintenance while maintaining an up-to-date contractor calendar for monitoring by security and facility staff.
- Manage projects delegated by Facilities and Maintenance Manager ranging from weeks to several months in duration, including management of timelines and oversight of expenditure against budgets.
- Provide Project Management support to the facilities group including gathering technical information in order to make decisions, recommendations or solve problems on assigned projects.
- Propose improvements and upgrades for approval by the Facilities and Maintenance Manager and supervise the implementation of approved works.
- Respond proactively to requests for changes, upgrades or repairs to site and address issues with sites, buildings and grounds in a proactive and timely manner.
- Continuously improve and maintain the reliability, capability and capacity of critical and agreed aspects of the facility to ensure high satisfaction levels among stakeholders.
- Process SAP work orders and organise procurement for maintenance works as required.
- Ensure collection of detailed and accurate maintenance information from engineers and technicians and other asset owners, on all planned maintenance jobs carried out on site and upload to SAP maintenance work orders
- Ensure SAP maintenance master data is accurate and address master data change requests with Lucas Heights (ANSTO) to maintain the Computerised Maintenance Management System (CMMS) operational and technical standards for facility equipment to ensure data accuracy and integrity.
- Undertake regular CMMS master data reviews and ensure data integrity is maintained; and triage CMMS master data change requests.
- Conduct thorough site inductions for all contractors undertaking work onsite to ensure compliance with site policies and procedures.
- Review contractor status, coordinate and conduct site inductions to ensure all contractors performing work onsite comply with safety, security and operational procedures.
- Demonstrate accountability, professionalism, and integrity in all interactions, consistently modelling behaviours that foster trust, respect, and collaboration within the team and with all stakeholders.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

This role makes decisions related to:

- Authority to make decisions regarding task allocation, resource deployment, and immediate issue resolution to maintain site safety and ensure a high standard of work.
- Coordination and prioritization of project activities for which the role is accountable.
- Prioritisation of day-to-day work and just-do-it's as requested.
- Selection and sourcing of contractors and service providers.

- Technical recommendations on assigned projects.
- 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 successful project/task completion whilst managing conflicting priorities and deadlines for different stakeholders including short lead times on work and constraints on resources.
- Keeping abreast of recent developments in field, ensuring continual improvement and implementation of best practise.
- Providing acceptable solutions to sometimes complex technical problems within an environment in which problems are affected by and impact on other systems.
- Gaining access to beamlines and accelerator when work is required, is an issue when we operate as a 24 /7 facility.
- Improving customer service, response times and delivery efficiencies

KEY RELATIONSHIPS

Who	Purpose
Internal	
Facilities and Maintenance Manager and the team	<ul style="list-style-type: none"> • To provide and discuss day to day issues and receive status updates, technical recommendations, support and advice as required
Peers within the engineering team	<ul style="list-style-type: none"> • As required, ensuring effective and efficient working across the groups within engineering
Staff	<ul style="list-style-type: none"> • Daily to weekly or as required to discuss and coordinate work requests
WHSE team	<ul style="list-style-type: none"> • Daily, weekly or as required to discuss upcoming on-site works, safety issues and provide documentation as required
Safety committee	<ul style="list-style-type: none"> • Attending monthly meeting and assigned action items
Finance team	<ul style="list-style-type: none"> • As required for purchased and contractor payment approvals
User office	<ul style="list-style-type: none"> • As required to resolve any guesthouse maintenance issues
External	
Safety regulators and essential service auditors	<ul style="list-style-type: none"> • Quarterly to address issues relating to safety and compliance of the facility with essential services regulations
Contractors on site	<ul style="list-style-type: none"> • As required to arrange and supervisor work carried out within the area of responsibility

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Manager, Facilities Engineering
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2021/2022)

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

Special / Physical Requirements

Location:	Clayton Working in different areas of designated site/campus as needed
Travel:	May be required to travel 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) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Working in a loud environment Public speaking Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	May be required to work in radiation areas under tightly regulated 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 Shift work 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 AP-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

Refer to published Organisational Chart

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

1. Skilled carpenter or candidate with equivalent experience in building maintenance, proficient in supervising contractor work ranging from low to high risk and demonstrated proficiency in Building Management Systems (BMS).
2. Sound Knowledge of compliance requirements for building essential safety measures and regulations.
3. Demonstrated ability to build collaborative and respectful relationships with all staff and contractors across the organisation.
4. A broad working knowledge of the design and operation of (building, grounds and utility) systems developed by other engineering disciplines.
5. Demonstrated ability to manage essential services such as fire detection and suppression, emergency lighting etc. and related detailed documentation.
6. The ability to communicate clearly, effectively and professionally across all levels of the organisation ensuring alignment and understanding.
7. Problem solves in a methodical and systematic manner focussing on practical and sustainable outcomes

8. The ability to work autonomously as required while balancing organisational goals
9. The ability to work collaboratively in a team oriented environment with diverse stakeholders, manage competing priorities while respecting diverse viewpoints and fostering a positive workplace culture

Desirable


1. A broad knowledge of CMMS systems and Maintenance management systems (SAP).
2. Demonstrated experience in Project Management methodology related to the management of civil, building and security projects

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:	Michael Legg	Name:	Brad Mountford
Title:	Facility Manager, Clayton	Title:	Head of Engineering
Signature:		Signature:	
Date:	12/02/2024	Date:	