



POSITION DESCRIPTION

Position Title:	Utilisation Support Officer
Cluster / Business Unit / Division	Nuclear Operations and Nuclear Medicine
Section or Unit:	OPAL Utilisation
Classification:	Band 4
Job Family:	Technical
Position Description Number:	PD-0749
Work Contract Type:	Technical
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary objective of the Utilisation Support Officer is to provide support for all activities undertaken by OPAL Utilisation Section within a highly regulated environment. These include movement and accounting of nuclear fuel/target plates, support for irradiation of NTD silicon and other process improvements 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.

The Reactor Operations business unit operates the OPAL reactor for the purpose of supporting the strategic objectives of ANSTO. This includes the provision of neutron beams to the Australian Centre for Neutron Scattering and irradiation services to ANSTO Health for radiopharmaceutical production and other industrial and academic customers. The function of the OPAL Utilisation section is to provide these customers with neutron irradiation services within OPAL.

OPAL Utilisation Section is responsible for the safe operation of utilisation facilities and the activities involved in irradiation of isotopes, materials and NTD Silicon. The functions include safe and efficient operation of Bulk Irradiation Facilities, Large Volume Facilities, Pneumatic Irradiation Systems, Hot Cells, and associated handling equipment. The OPAL Utilisation Section is also responsible for the safe handling of nuclear fuel and target plates.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Perform irradiation facility scheduling tasks in an accurate and effective manner with an aim of supplying irradiation services as per the requirements of internal customers and stakeholders.
- Use of SAP for production activities and raising maintenance notifications to ensure business requirements are met.
- Support processes for fuel assembly and uranium target plate management. This includes the coordination of physical material transfers, inspection and compliance reporting requirements. This is undertaken in cooperation with the Authorised Officer, Security and Safeguards and other stakeholders.
- Plan, coordinate and undertake a variety of utilisation support activities related to the safe and high quality delivery of utilisation services. This includes maintenance and upgrade of utilisation specific facilities, supporting changes and improvements to utilisation practices, processes and equipment.

- Undertake a variety of quality improvement support functions with regards to assessment of facility configuration, production and process compliance. This may include the verification of records, support with continuous improvement activities with maintenance or engineering upgrades of equipment or quality documentation review and updates.
- To attain and maintain authorisation for the Utilisation Operator role to enable undertaking of certain operator tasks when required.
- To demonstrate competency in performing certain Target & Canning Laboratory activities for the preparation of targets for irradiation in the reactor as and when required.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- Determine key work priorities within the context of coordination of tasks to deliver the irradiation schedule and will consult with the Production Coordinator / Production Manager on complex, sensitive and major issues that have a significant impact.
- 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

- Ability to work independently, as well as within a team, or work without supervision after hours.
- Working within a 24/7 production environment to meet important deadlines or tight timeframes with flexibility when plans or schedule changes are required.
- Establishing and maintaining of strong working relationships within the OPAL teams and with other ANSTO enabling groups and customers.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Production Coordinator, Production Manager and Utilisation Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Recommend process improvements and participate in continuous improvement initiatives • Report on production plans • Provide accurate feedback regarding systems and processes
Utilisation Operators, Utilisation Support Officers and General Hands	<ul style="list-style-type: none"> • Willingness to work in a team environment, share the workload and provide support to co-workers • Maintain active involvement in team activities and improvements • Resolve production conflicts and suggest improvements • Report on issues related to systems and processes • Report on issues related to the execution of the production schedule
OPAL Operations, Engineering, Maintenance, Nuclear Safeguards, Health Physics and other divisions within ANSTO	<ul style="list-style-type: none"> • Effectively participate in multi-team activities • Strong verbal and written communication skills • Liaise with other teams regarding production and system issues • Maintain relationships to ensure quality products are delivered • Be actively involved in OPAL shutdowns and other projects as required

Internal Stakeholders (ANSTO Health, ANM, Silicon, NSTLI)	<ul style="list-style-type: none"> • Understand stakeholder requirements and expectations • Coordinate and liaise with stakeholders regarding schedule changes if required • Demonstrate flexibility to accommodate sudden changes and quick response to unplanned events • Achieve required product quality and maintain DIFOT • Maintain and improve customer – supplier relationship
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POSITION DIMENSIONS

The Utilisation Support Officer reports to the Production Coordinator, OPAL Utilisation section. The role is deployed within Nuclear Operations and is central to the coordination, planning and scheduling of irradiated products in the OPAL reactor.

Staff Data	
Reporting Line	Reports to the Production Coordinator
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	<ul style="list-style-type: none"> • Lucas Heights • Working in different areas of designated site/campus as needed
Authorisations and Competencies:	<ul style="list-style-type: none"> • To attain and maintain Authorisations and competencies as specified in this position description
Travel:	<ul style="list-style-type: none"> • The position requires the ability to travel to and from work location
Physical:	<ul style="list-style-type: none"> • Office-based physical requirements (sitting, standing, movement around office and site, extended hours working at computer) • Industrial facility physical requirements (lifting, standing for long periods, manual handling up to 20 kg, operating machinery, equipment and manipulators) • Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Willingness to work extended and varied hours based on operational requirements • After hours work may be required for short and infrequent periods
Clearance requirements:	<ul style="list-style-type: none"> • Satisfy ANSTO Security and Medical clearance requirements • Obtain and maintain appropriate federal government clearance

Workplace Health & Safety	
Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	<p>All Workers</p> <p>Other specialised roles identified within the guideline that a position holder may be allocated to in the course of their duties</p>

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade qualification (mechanical, chemical laboratory or equivalent) or extensive experience as a plant or facility operator.
2. Good written and verbal communication skills including experience with reliable and accurate record keeping and ability to write technical instructions.
3. Demonstrated ability to plan and organise tasks and people effectively to meet timelines – task and project management skills.
4. Proficient in Microsoft Office, SAP, experience in the maintenance of databases and operation of computer control systems in a process environment.
5. Experience in materials/goods handling in a production environment with a focus on identifying and implementing improvements to processes or equipment.
6. Organised and meticulous approach to work.
7. Truck, Forklift, Crane and Dogman licences or a willingness to obtain them.
8. Willingness to work with Radioactive materials.

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:	Chris Humphrey	Name:	David Vittorio
Title:	Utilisation Manager	Title:	General Manager
Signature:		Signature:	
Date:		Date:	