



<b>Position Title:</b>	Supply Chain Digital Specialist
<b>Cluster / Business Unit / Division</b>	Nuclear Medicine Nuclear Operations
<b>Section or Unit:</b>	Nuclear Medicine
<b>Classification:</b>	Band 6
<b>Position Description Number:</b>	PD-2393
<b>Job Family:</b>	ICT & Digital Solutions
<b>STEMM/NON-STEMM:</b>	NON-STEMM
<b>Work Contract Type:</b>	Professional

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## POSITION PURPOSE

The Supply Chain Digital Specialist will play a pivotal role in our organisation's various digital transformation projects, including ERP (SAP), focusing on optimising and digitising manufacturing processes. This individual will work closely with cross-functional teams to leverage technology solutions and data analytics to improve manufacturing efficiency, quality, and overall operational performance. The Supply Chain Digital Specialist will be responsible for analysing manufacturing data, identifying opportunities for process enhancements, and collaborating on the implementation of digital solutions.

## 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 Nuclear Medicine, 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 Medicine is engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is based upon the GMP Code of Manufacturing, where processes must meet certain standards and Quality Control (QC) is essential and also on just-in-time principles, where all processes are extremely time-critical.

Nuclear Medicine has a dominant market share position in Australia and is expanding into the global market. Nuclear Medicine Products operates under external regulatory requirements such as ISO 9001, ARPANSA and TGA, within ANSTO's procedural framework and in oversight by the ANSTO Board. Over 500,000 Australian patients benefit from Nuclear Medicine Products radiopharmaceuticals annually.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Key Accountabilities

1. Data Analysis and Insights:
  - Collect, analyse, and interpret manufacturing data to identify trends, anomalies, and opportunities for improvement.
  - Develop key performance indicators (KPIs) related to manufacturing processes and monitor them regularly.
  - Provide actionable insights and recommendations based on data analysis to enhance manufacturing operations.
2. Process Optimisation:
  - Understand current Nuclear Medicine processes and workflows.

- Identify areas for process improvement and automation, leveraging digital solutions and technology.
  - Develop and implement strategies to streamline manufacturing operations and reduce waste.
3. Digital Solution Implementation:
    - Work with IT and ERP teams to assess, select, and implement digital tools and technologies that enhance supply chain processes.
    - Assist in the configuration of the ERP system to support supply chain requirements.
    - Ensure seamless integration between manufacturing systems and the ERP platform.
  4. Continuous Improvement:
    - Stay updated on industry best practices, emerging technologies, and manufacturing trends.
    - Participate in the development of a continuous improvement culture.
    - Engage in root cause analysis and corrective action planning for manufacturing issues.
  5. Cross-Functional Collaboration:
    - Collaborate with stakeholders to ensure alignment with project goals.
    - Facilitate communication and knowledge sharing between IT and Nuclear Medicine.
  6. Documentation and Reporting:
    - Maintain detailed documentation of manufacturing processes, improvements, and digital solutions.
    - Prepare regular reports and presentations to communicate progress and outcomes to project stakeholders.
  7. Master data ownership within nuclear medicine
    - Approve any changes related to supply chain master data.
    - Empower and upskill master data knowledge.
  8. IT Asset Management
    - IT application maintenance and uptime meets agreed service levels.
    - Ensuring management plans in place to minimise any disruption to the business units.
    - Assessing improvements in applications.
  9. Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- Review and endorse changes that relate to business processes, data standards, software upgrades or asset management.
- Assess features and endorse adoption of new IT software and technologies that will enable productivity gains.
- The position is accountable for the Manufacturing and Supply Chain Master Data accuracy, integrity and quality.
- Determines key work priorities in consultation with Supply Chain Leadership/Executive teams as well as IT Senior Leadership for agreed work plans and will consult across the organisation as needed on complex, sensitive and major issues that impact ANSTO.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- 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**

- Engaging stakeholders at all levels and across all business units within ANSTO to adopt industry best practice processes.

- Change Management, manufacturing processes often have long-established routines and practices. Implementing digital solutions may face resistance from employees who are comfortable with the status quo. Effective change management is crucial.
- Operating with autonomy in respect to balancing competing and complex work priorities within the agreed work plan and being fully accountable for the quality, accuracy, and integrity of the content of advice provided.
- Managing complex and sensitive consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests
- Successful implementation of strategic objectives whilst managing conflicting priorities and deadlines
- Maintain effective and strong working relationships with key stakeholders across ANSTO's multiple operational facilities with conflicting requirements and regulations.
- Integrate knowledge and capability across multiple departments to enable an increased success of continuous improvement opportunities and new technologies
- Increase business engagement and buy-in to ownership of SAP master data and how this impacts day to day operations.

## KEY RELATIONSHIPS

Who	Why
Internal	
Project Managers	<ul style="list-style-type: none"> <li>• Working with Project Managers, has a responsibility to plan, budget, manage and deliver end-to-end outcomes as agreed within their scope</li> <li>• Provide advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications, and propose solutions</li> <li>• Receive guidance and provide regular updates on key projects issues and priorities</li> <li>• Provide resource plan and effort estimate to the relevant Project Manager</li> </ul>
Business Project Technology Leads	<ul style="list-style-type: none"> <li>• Collaborate with other Business Project Technology Leads in the design, exchange information and determining work priorities.</li> <li>• Collaborate to continually improve cross-functional knowledge, build capability, and improve consistency and service quality.</li> <li>• Facilitate and collaborate the resolution of cross functional process gaps and conflicting business requirements</li> </ul>
Supply Chain/ Senior Leadership/Executive Teams	<ul style="list-style-type: none"> <li>• Receive guidance and direction as needed</li> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Establish and maintain collaborative relationships and communication channels</li> <li>• Recommend and gain endorsement for implementations of upgrades or projects</li> </ul>
Supply Chain Businesses Groups	<ul style="list-style-type: none"> <li>• Contribute to group decision making, planning and goals</li> <li>• Integrate and align implementations upgrades or projects</li> <li>• Facilitate engagement on software upgrades or projects requiring implementation</li> </ul>

	<ul style="list-style-type: none"> <li>Establish and maintain collaborative relationships and communication channels</li> </ul>
IT Senior Leadership	<ul style="list-style-type: none"> <li>Receive guidance and direction as needed</li> <li>Provide expert, authoritative and evidence based advice</li> <li>Establish and maintain collaborative relationships and communication channels</li> <li>Recommend and gain endorsement for implementations of upgrades or projects</li> </ul>
Group Executives, General Managers	<ul style="list-style-type: none"> <li>Receive guidance and direction as needed</li> <li>Provide expert, authoritative and evidence based advice</li> </ul>

## POSITION DIMENSIONS

The role is accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided.

### Staff Data

Reporting Line	Suzanne Smart
Direct Reports	0
Indirect Reports	0

### Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed.
Travel:	May be required from time to time between ANSTO sites and to workshops and conferences.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer). Presentations / Public speaking.
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions.
Hours:	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>AG-2362</u> of the ANSTO WHS Management System	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.
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## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree qualification in a related discipline or equivalent demonstrated experience.
2. Certification in Lean Six Sigma or related process improvement methodologies.
3. Experience with implementing digital manufacturing solutions or Industry 4.0 technologies.
4. Demonstrated knowledge of supply chain management and production control business and processes

5. Demonstrated experience working with senior or executive level in a complex organisation delivering specialist and authoritative advice to executive leadership
6. Working knowledge of business analysis processes to identify opportunities and risk management.
7. Excellent problem solving, analytical and highly developed communications skills
8. Demonstrated understanding of best practice in the areas of finance, supply chain, manufacturing, asset maintenance, human resources, sales and customer relations
9. Demonstrated knowledge of ANSTO SAP Processes and Data

## 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:	Suzanne Smart	Name:	Ian Martin
Title:	Snr Manager Planning and Customer Supply	Title:	GM Nuclear Medicine Products
Signature:		Signature:	
Date:		Date:	