



POSITION DESCRIPTION

Position Title:	Radioactive Waste Supervisor
Cluster / Business Unit / Division	Nuclear Operations, Safety and Security
Section or Unit:	Waste Management Services
Classification:	Band 5
Position Description Number:	PD-1628
Job Family:	Operations
STEMM/NON-STEMM:	STEMM
Work Contract Type:	Technical

POSITION PURPOSE

The Radioactive Waste Supervisor is responsible for a team of staff to safely and effectively manage radioactive wastes for ANSTO, meeting agreed customer expectations. The position provides effective and efficient management and maintenance of the facilities and waste processing activities relating to ANSTO's radioactive waste processing operations.

ORGANISATIONAL ENVIRONMENT

ANSTO is a leading global nuclear science and technology organisation delivering world class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

The Nuclear Operations, Safety and Security group brings together the key areas of Reactor Operations and the enabling functions of Safety, Security and Waste Management Services.

Waste Management Services is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO's strategic objectives, regulatory requirements and public expectations.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Lead all aspects of Waste Management Services operations for their area, including identifying and allocating resources, developing minor capital and operational budgets and control & management of the financial performance at the appropriate delegation
- Manage stakeholder expectations in relation to the collection and processing of existing and new waste streams, particularly when there are competing priorities. Provide information and advice to new customers for routine waste services and how to best manage/segregate/package waste.
- Authorise discharges of non-radioactive substances off site, including performing the calculations and comparisons to ensure that it meets all regulatory requirements and is accurate; and working with offsite companies to coordinate disposal of non-radioactive wastes
- Fully accountable for Waste Inventory data ownership ensuring that the data is accurate and reported on through the databases established on site
- Manage the operation of facilities and equipment as part of an asset management framework and improvement program to ensure reliability of assets, productivity and availability of facility and ensure operational safety, security, sustainability and compliance with applicable standards,

legislative and regulatory requirements; includes operational event investigations and determining equipment faults and remedies

- Implement operational and business plans, divisional targets and activities to achieve Waste Management Services operational strategy, and assist in the development of these plans
- Manage Radioactive Waste Technicians development through selection, training, performance management and review, recognition and guidance. Contribute to the sustainability of the Waste Management Services through succession and workforce planning.
- Manage minor (non-complex) capital projects including sourcing suppliers, quotes, specifications and coordinating documentation, approvals and installation
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to safely and effectively manage radioactive waste of Waste Operations, including deciding on methods and approaches, operations, project planning and allocation of resources (financial and people) on a week-to-week basis.
- The position is fully accountable for the accuracy, integrity and quality of the content of data and advice provided to managers and customers 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.
- Determines key work priorities within the context of agreed work plans and consults with the Manager, Waste Operations on complex, sensitive and major issues that have a significant impact on Waste Management Services
- Accountable for assessing whether a Radioactive Waste Technician is deemed competent for the work in their area and whether waste can be classified as non-radioactive and be disposed of offsite. The position is accountable for keeping equipment operational through the maintenance and asset management framework.
- 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).
- Work closely with other Radioactive Waste Supervisors to decide on the best week-to-week distribution of resources within the operations staff in response to high/low staff availabilities and requirements to ensure BAU tasks are managed well in parallel with one-off, urgent or project-based works.
- 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 implementation of strategic objectives and operations whilst managing resources, conflicting priorities and deadlines
- Maintaining compliance with ANSTO standards and ARPANSA and Sydney Water regulations
- Improving customer service, response times and delivery efficiencies through the asset management frameworks and customer relationships
- Maintaining data integrity in the electronic databases
- Developing workable solutions from knowledge and experience to deliver quality waste management services

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction

	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence-based data and advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for projects, goals and other initiatives
Work area team members (other Radioactive Waste Supervisors)	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters for their area • Contribute to group decision making processes, planning and goals • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development • Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan
Customers (ANSTO Health, ANM, OPAL, NSTLI)	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters for the waste generators • Training customers in waste segregation, packaging and disposal routes
External	
Waste Disposal companies (Sydney Water, Suez, Cleanaway Contractors)	<ul style="list-style-type: none"> • Negotiate disposal of non-radioactive materials off site • Provide information showing characterisation of waste materials
Contractors	<ul style="list-style-type: none"> • Ensure maintenance activities are undertaken without impact on customer service or safe operation of waste management.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager, Waste Operations
Direct Reports	2 to 9 x Radioactive Waste Technicians
Indirect Reports	Nil
Financial Data (2015/2016)	
Revenue / Grants	Nil
Operating Budget	\$500,000 - \$800,000
Staffing Budget	\$250,000 - \$700,000
Capital Budget	\$30,000
Assets	Nil
Special / Physical Requirements	
Location:	Lucas Heights 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) Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators)

	Wearing personal protective equipment for the handling of hazardous and 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 One Supervisor will be required to participate on an on-call roster 24x7x365
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualification (Certificate IV in a relevant discipline or a trade)
2. Proven competence and experience in Waste Management Services activities and demonstrated experience operating plant and equipment
3. Ability to develop technical solutions for issues
4. Demonstrated ability to build and maintain effective customer relationships and key stakeholders
5. Proven experience in leading and managing operational activities by Waste Technicians to achieve safe and effective radioactive waste management and achieving optimal work performance.
6. Experience guiding, developing and mentoring staff to deliver safe and effective radioactive waste management
7. Sound computer skills with ability to operate SAP and MS Office products to enable completion of activities and ensure data integrity
8. Demonstrated ability to initiate and manage change, allocate resources effectively and identify and manage risks
9. Effective communication skills

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:	Matthew Shelley	Name:	Paula Berghofer
Title:	Manager, Waste Operations	Title:	General Manager, WMS
Signature:		Signature:	
Date:		Date:	