



POSITION DESCRIPTION

Position Title:	Administration Support Officer
Cluster / Business Unit / Division	Nuclear Operations Safety and Security (NOSS)
Section or Unit:	OPAL Utilisation
Classification:	Band 3
Job Family:	Administration
Position Description Number:	PD-0303
Work Contract Type:	Administration
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Administration Support Officer is to provide operational support to ANSTO Reactor Operations by undertaking administrative tasks and activities to support the effective operation of the facility. Working within Reactor Operations this position collaborates closely with staff across the whole division. The role primarily performs procurement, purchasing, and general administrative support for the Reactor Operations division. This supports efficient and reliable materials and resources for the safe, secure and sustainable operation of the OPAL Reactor and supports generating revenue.

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 division 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 Nuclear Medicine 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

The key accountabilities for this position include:

- Performing a range of procurement related tasks for the Reactor Operations division including liaising with ANSTO accounts, raising of purchase requisitions, setup of new vendors, generating invoices for payments, coordinating the sending and receiving of goods offsite.
- Communicate with suppliers to confirm pricing, availability, delivery schedules and arrange quotation for goods. Follow up on outstanding orders and resolve any delivery or quality issues.
- Use of Enterprise Resource Planning (ERP) software SAP for performing purchasing in accordance with ANSTO/Government procurement policies and procedures.

- Ensuring consumables and general supplies such as staff uniforms, stationery and kitchen supplies, Personnel Protective Equipment (PPE), laboratory supplies and spare parts are ordered in a timely fashion when requested by Reactor Operations staff.
- Provision general administrative support to the Reactor Operations division and staff relating to business priorities and efficient and reliable operations.
- Promptly report any significant issues or concerns to the Utilisation Manager.
- Fulfil WHS responsibilities as specified in [AP-2362](#) of the ANSTO WHS system.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within a framework of regulation, standards and procedures. Within this framework the position has independence in determining work tasks within the context of agreed work plans and assigned activities to achieve role objectives and associated support requirements.
- The ANSTO values, organisational corporate plan, divisional business plan and strategy objectives provide a context for the position.
- The position is accountable for the accuracy, integrity and quality of the purchasing and procurement activities worked on.
- 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

The key challenges for this position include:

- Working smoothly and effectively within the team to ensure common systems and standards are applied.
- Ensure continuous improvement and implementation of best practice.
- Managing conflicting priorities from multiple stakeholders while ensuring compliance with procurement policies.
- Conducting work in a regulated environment, adhering to policies and procedures and ensuring that all sections within the division also follow the approved processes.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Utilisation Manager/GM	<ul style="list-style-type: none"> • Receive direction, instructions, guidance and priorities • Provide knowledgeable and evidence-based advice • Set objectives and assess performance • Escalate matters of priority, task completion and operational issues and propose solutions
Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Continuous improvement of administrative practices and processes in the division • Negotiate and resolve conflicts
Reactor Operations division	<ul style="list-style-type: none"> • Support to OPAL Operations, Utilisation, Engineering, Maintenance and Nuclear Analysis Section with their purchasing and procurement needs. • To provide general administrative duties for this team • Negotiate and resolve conflicts • Collaborate and share accountability

Other departments (ANSTO Procurement and Finance)	<ul style="list-style-type: none"> • Liaise with other centralised finance and procurement staff at ANSTO to resolve issues and ensure compliance with purchasing guidelines.
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POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Utilisation Manager
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2025/2026)

Revenue / Grants
Operating Budget
Staffing Budget
Capital Budget
Assets

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	The position requires the ability to travel to and from work location
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work supervised in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	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	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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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Formal training and qualification (Certificate or higher) in Administration, Office Management or Secretarial Studies or equivalent discipline.
2. Demonstrated experience (>5 years) in providing administrative support within a complex working environment.
3. Demonstrated proficiency in using the Microsoft Office suite of products to manage workflow processes and on-line transactions.
4. Proficiency in performing procurement and basic accounting methods using SAP or similar operating system.
5. Demonstrated ability to work effectively in a team, positively contributing to the team environment.
6. Demonstrated ability to clearly convey information and ideas and establish effective interpersonal relationships with a wide variety of people.
7. Strong organisational skills, able to prioritise demands, escalate issues when required. Demonstrated ability to manage competing demands, establish priorities, organise tasks and meet deadlines.
8. Flexible approach to work and ability to prioritise, review and reorganise work plans and activities to manage conflicting priorities.
9. Ability to exercise sound judgement and carry out instructions with minimum supervision.
10. Knowledge or previous experience working in a tightly regulated environment.
11. Excellent attention to detail with a strong customer service focus.
12. Ability to handle confidential information in a discrete manner.

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: OPAL Utilisation Manager	Title: General Manager OPAL Reactor
Signature:	Signature:
Date:	Date: