



POSITION DESCRIPTION

Position Title:	Engineering Workshop Planning Lead
Cluster / Business Unit / Division	Infrastructure and Engineering Services (IES)
Section or Unit:	Asset Maintenance and Workshop
Classification:	Band 6
Job Family:	Engineering & Technical
Position Description Number:	PD-2635
Work Contract Type:	Technical
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Engineering

POSITION PURPOSE

The primary objective of the Engineering Planning Lead Role is to provide a high standard of leadership, tactical management and coordination of operational planning activities for the Engineering Support Workshop. This role is the liaison between the Engineering Support Workshop Manager, Project Engineers, Project Managers, Production Planning team, Quality Control team, and its customer base for all workshop manufacturing works.

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.

ANSTO's Infrastructure and Engineering Services, (IES) business area is dedicated to enhancing and maintaining ANSTO's facilities and environments for operational reliability while providing a range of customer services to support ANSTO's research, business activities and projects at the Lucas Heights Science & Technology Centre, and the Synchrotron in Melbourne.

There are 4 x main business units within the broader IES group: -

- Asset Maintenance and Workshop,
- Project Delivery,
- Major Capital Programs,
- Engineering Delivery – PMO.

The role sits within the Asset Maintenance and Workshop business unit, reporting into the Manager of Support Workshop.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Lead a multi-disciplinary team of specialised production planners to provide quality and timely delivery of products and services by setting work objectives and managing and assessing the performance of team members;
- Responsible for IES Planning System and databases including: data integrity; delivery of quality & project status reporting for management and identification/development of system improvements; including providing high level SAP support and advice to the IES division including project budget status and WBS and work order system entry setup and advice;
- Responsible for the initiation and oversight of customer works prior to commencement. This includes ensuring all requisite documentation is reviewed. The role may entail development of cost estimates, assessing cost and timeframe requirements; compiling relevant technical materials, such as drawings, specifications, and other associated information, to ensure planners can commence work efficiently and accurately within the centralised planning function.
- Manage and control requests and enquiries by applying technical skills, engineering experience and extensive divisional knowledge to make decisions, work closely with the customer regarding requisite documentation, prior to the acceptance and allocation of work to the production planner, QC team or external service providers.
- Tracking job progress through to completion, including the identification and mitigation of high risk and complex aspects and ensuring that fragmented requests are consolidated into correctly identified and managed projects;
- Production Plan adhoc and project (CAPEX) work orders and Production Orders
- Provide expert advice and influence during interactions with Engineering, project managers, Finance & Procurement, and other related to IES business matters to ensure the best accounting outcomes are achieved for the division; building quality working relationships, to ensure responsibilities are understood and met, customer issues and engineering service delivery feedback is addressed and customer service standards are maintained;
- Apply a broad range of skills and divisional knowledge to deliver high level expert planning support and project assistance to all business units;
- Fulfilling WHS responsibilities as specified in AG-2362 of the ANSTO WHS system including promoting a strong safety culture and a safety first attitude;
- 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 achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Infrastructure and Engineering Services strategy and Asset Maintenance and Workshop objectives provide the context for the position.
- Determine key work priorities within the context of agreed work plans and will consult with the Engineering Support Workshop Manager and Workshop Supervisors on complex and technical challenges that have a significant nuclear operational 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

- Management of production planning change programs in line with industry best practice and continuous improvement
- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines.
- Improving customer service, response times and delivery efficiencies.

- Broad oversight across all ANSTO areas and divisions related to manufacturing of parts and components including capital and project work.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for production planning updates and goals and other initiatives
Cross functional partners	<ul style="list-style-type: none"> • Collaborate with workshop supervisors and QC Senior Mechanical Inspectors to determine priorities and workflow • Collaborate and share accountability • Negotiate and resolve issues that may arise
Work area team members	<ul style="list-style-type: none"> • Provide expert advice on range of matters related to manufacturing of parts and components, installation and site works. • 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 • Provide learning and development for new team members in processes • 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
ANSTO Business Units	<ul style="list-style-type: none"> • Provide expert advice and influence during interactions with related to manufacturing process and workshop capability
External	
External Suppliers	<ul style="list-style-type: none"> • Liaise with external suppliers to ensure standards are embedded into business practices • Conduct regular audit checks to ensure protocols are maintained • Onboard new suppliers / vendors • Critically examine capability, capacity and performance to reduce business risk and reliance

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Engineering Support Workshop Manager
Direct Reports	5 x Production Planners
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:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Frequent travel to ANSTO sites within Australia Frequent travel both internationally and nationally Field work in remote locations
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) 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 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
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Group Executive / General Manager Managers / Leaders / Supervisors 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. Engineering trade qualified, with significant experience working in a metal manufacturing environment within a highly regulated industry.
2. Demonstrated industry experience in production and project planning, with a strong track record of delivering outcomes within strict budget and schedule constraints.
3. Proven ability to provide effective team leadership, including performance management and staff development.
4. Exceptional attention to detail in document control and the critical assessment of technical specifications, drawings, and reports.
5. Proven capability to analyse financial data, identify variances or emerging issues, and take proactive corrective action.

6. Demonstrated ability to communicate and negotiate effectively with a diverse range of stakeholders, including tradespeople, professionals, and managers at peer and senior levels.
7. Proven experience using the Microsoft Office Suite, with a high level of proficiency in SAP database management.
8. Strong customer service focus, with the ability to respond effectively to client and stakeholder needs.
9. Demonstrated ability to initiate and manage change, allocate resources effectively and identify and manage risks

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:	Bianca Shepherd	Name:	Jacob Payne
Title:	Manager Support Workshop	Title:	Head of Asset Maintenance and Workshop
Signature:		Signature:	
Date:		Date:	