

POSITION DESCRIPTION

Position Title:	Production Maintenance Planner
Cluster / Business Unit / Division	Nuclear Precinct
Section or Unit:	Nuclear Medicine - Technical
Classification:	Band 5
Position Description Number:	PD-1597
Work Contract Type:	Professional

POSITION PURPOSE

The primary objectives of the Production Maintenance Planner are to prioritise, plan, manage and allocate maintenance tasks to internal clients via work order functionality, and manage, maintenance related spare parts and materials within a discreet business area. Included in this is the management of master data including maintenance plans, task lists, equipment, functional locations and spare parts. The Computerised Maintenance Management System (CMMS) in use is SAP.

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 Nuclear Precinct includes a number of plant facilities including OPAL Reactor, Waste Operations, and Nuclear Medicine with Health Products and ANSTO Nuclear Medicine (ANM).

Nuclear Medicine is a business unit within ANSTO engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. The manufacturing environment is based upon "just in time" principles, where all processes are extremely time-critical.

One of the key functions of the Technical Unit is to plan and conduct plant maintenance, manage and implement plant modification projects, and maintain engineering documentation so as to optimise the reliability and availability of production and associated systems, and ensure ongoing compliance with safety, regulatory and statutory requirements.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Establish appropriate maintenance plans within the CMMS
- Manage the effective functioning of the CMMS to assist with the dissemination of maintenance plans and work orders to the embedded Engineering and Maintenance,

operations and utilisations teams. Ensure materials and equipment is available when required; this includes but is not limited to :

- a) The uploading of material master data into SAP MM modules.
 - b) Development of Bill of Material assemblies to Plant structure in SAP
 - c) Setting up Inventory stock levels and coordinating with Procurement to maintain stock levels.
- Management and administration of related SAP Master Data integrity to agreed standards.
 - Responsible and accountable for the overall management and continuous process improvement of productions related spare parts, materials, and consumables including inventory control, procurement, and routable spares management.
 - Establish quality working relationships and ongoing communication with clients, including the provision of plans, schedules and reports.
 - Plan, prioritise, allocate and manage the completion of all routine and non-routine maintenance work to ensure service levels agreements and performance indicators are met. This includes reviewing and reorganising work plans and activities to manage conflicting priorities, determining how work is to be completed and investigate resources availability.
 - Maintain accurate and comprehensive information and records within the SAP system for all in progress and completed work, at a standard required for regulatory auditing.
 - Deliver logistics support and undertake non-core maintenance activities including equipment procurement, manufacture, installation, repair, plant investigations and surveillances, collaborations with engineers related to project work. Coordination and scheduling of plant and equipment deliveries per schedule.
 - On occasion supervise contractors for all works including cross and multifunctional trades to ensure compliance with ANSTO WHS & Security procedures including appropriate induction training, supervision and documentation completion.
 - Ensure all work and support services are completed within the nominated timeframes and comply with the quality and environmental frameworks, safety procedures and standards, regulatory and security requirements, and relevant Business Management Systems (BMS's); Review and identify opportunities to improve relevant BMS's;
 - Independently undertake duties competently without direct supervision;
 - Undertake additional duties as required and during periods of leave of other staff.

Decision Making

This position acts as part of the Maintenance functions. In a tactical and operational manner rather than the strategic.

- 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, maintenance planning, scheduling and allocation of resources.
- The position is fully accountable for the accuracy, integrity and quality CMMS master data, 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.
- Determine key work priorities within the context of agreed maintenance plans and will consult with the Production and Maintenance and Engineering teams.
- 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 major challenges for this position include:

- Dealing with multiple areas and stakeholders simultaneously to ensure work is distributed and understood in order for completion in a suitable time frame.
- Keeping abreast of software and technological changes given the amount, rate and scope of change
- Working in a strict Regulatory environment on critical Safety System plant;
- Applying independent sound judgement across a number of different trades and services as spares parts and materials cover all disciplines;
- Maintain and provide continuous improvement to the development and implementation of a spare parts management system and processes;
- Ensuring contractor and non-core maintenance work complies with a wide range of technical, safety and quality standards, regulations and procedures;
- Developing and maintaining knowledge of relevant plant systems and procedures in order to deliver quality maintenance outcomes;
- Developing and maintaining working knowledge of daily Work Order generation and processing functions;
- Maintain up-to-date knowledge of the latest developments and best practice for maintenance practices, CMMS, GMP, FDA, and TGA and implement improvements as identified

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	• Maintenance Team Leader • Nuclear Medicine Technical Manager
Work area team members	• Maintenance Technicians • Engineering System Specialists • AME Contracts and Planning Manager
Direct Reports	• Nil
Other departments	• Procurement and Finance • Logistics and Warehouse Manager • CMMS Administration • Development Workshop Manager
External	
Title, group, committee, industry or business	• Contractors and Service Providers • Sales Representatives and Vendors • Consultants

POSITION DIMENSIONS

The Production Maintenance Planner reports to the Maintenance Team Leader. The role is deployed within the Nuclear Medicine maintenance team and is central to the overall planning and scheduling activities.

This role requires a strong focus on both internal and external customers including; Production, Facilities Management, Procurement & Finance, AME, the main store, and support workshops. External communications include regular contact with contractors, service providers, sales

representatives, vendors and consultants for daily work schedules and material suppliers to procure products and obtain technical advice.

Spare parts and materials management support effective maintenance planning and scheduling supporting sound Asset Management principals, and key to continuous improvement, reliability, efficiency, and value realised from our assets.

As a primary SAP master data manager, the Production Maintenance Planner is critical to the support of business activities managing the supply and demand of production related maintenance spare parts.

The position has no direct reports.

Special Requirements

- Working in areas as needed including radiation areas under tightly regulated conditions;
- Willingness to work flexible and/or extended hours and possess the ability to adapt to the daily demands and priorities of a dynamic production environment;
- Obtain and maintain appropriate ANSTO Contractor Supervisor authorisation;

Staff Data	
Reporting Line	Reports to the Maintenance Team Leader
Direct Reports	Nil

Financial Data	
Revenue / Grants	
Operating Budget	\$1.2 Million
Staffing Budget	
Capital Budget	
Assets	

Special / Physical Requirements	
Location:	Lucas Heights / Camperdown / Clayton 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)
Radiation areas:	May be required to work 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

Workplace Health & Safety

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

ORGANISATIONAL CHART

See attached.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade certificate qualification in relevant discipline and extensive industrial experience in maintenance of mechanical or electrical plant and process / production equipment.
2. Ability to make risk based independent decisions with regard spares, particularly in the areas of material supply and technical issues.
3. Sound knowledge and experience in SAP Modules Plant Maintenance and Materials Management
4. Sound knowledge and experience of relevant nuclear and pharmaceutical production regulations and legislation, typically Good Manufacturing Practice (GMP), Therapeutic Goods Administration (TGA) and Federal Drug Authority (FDA)
5. Sound knowledge and experience in SAP Master Data management
6. Working knowledge of Australian Standards, quality and safety procedures and other statutory requirements.
7. Experience in managing and planning maintenance activities.
8. Communicate clearly and effectively with people of various levels of technical understanding within and outside of ANSTO;
9. Demonstrated experience successfully managing customers, contractors and suppliers;
10. Strong negotiation skills;
11. Ability and willingness to work in a team with focus on sharing of information and experience amongst team members;
12. Demonstrated ability to promote an environment of continuous improvement.
13. Leadership skills including ability to develop desired cultures of safety and quality environment.
14. Willingness to work in hazardous areas, given appropriate training and control measures, and abide by stringent procedures.