POSITION DESCRIPTION

Position Title:	Inventory Control Officer
Cluster/ Division / Business Unit:	Finance & Business Support
Section or Unit:	Procurement & Supply Chain/Logistics and Warehousing
Classification:	Linked Role Band 3-4
Position Description Number:	PD-2395
Job Family:	Administration
STEMM/NON-STEMM:	NON-STEMM
Work Contract Type:	Technical

POSITION PURPOSE

To deliver an efficient, effective and compliant site wide inventory management service which supports ANSTO's business needs. Communicates at all levels across the organisation to gain an understanding of client's business needs.

Plan, organise, direct, control and coordinate the supply, storage and distribution of goods across the organisation. This includes managing and coordinating people, processes and technology to ensure the scheduled work is performed safely, in accordance with work instructions, and the requirements of GMP, ARPANSA, ISO and ASNO.

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 Warehouse, Logistics and Fleet team operates within the Enterprise Services team under the Chief Procurement Officer. Enterprise services are part of the Finance & Business Support team under the Chief Financial Officer, which brings together several Services Functions from across ANSTO, creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

These functions include:

- Finance
- Integrated Business Planning
- Corporate Affairs
- Legal Services
- Enterprise Program Management Office
- Procurement & Supply Chain

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities – BAND 3

- Ensure compliant storage of material in order to meet GMP, WH&S and other regulatory requirements that may pertain to the material and storage location.
- Ensure all inbound materials are receipted as per ANSTO standards for the specific work centre.
- Ensure all materials are distributed accurately as requested to meet operational needs, just in time and cost effective to support production requirements.
- Ensure all Safety documentation either printed or electronic relating to stored goods is current and pertinent
- Timely scrapping of all expired and rejected materials. For those areas under GMP ensure compliance with procedures.
- Record damage or loss of stock and material
- Partake in cycle counting, investigation of stock errors and correction in SAP
- Review systems and procedures to ensure they are optimised
- Support the Purchasing needs of ANSTO Nuclear Medicine on an as required basis within the constraints and direction of the Team Leader Inventory and Senior Manager Logistics and Warehousing
- Provide contribution to continuous improvement efforts in the delivery of products, services and facilities.
- Values and behaviours to conform to ANSTO's ethical standards
- Undertake additional duties as required and during periods of leave of other staff.

In addition to performing all BAND 3 accountabilities, the BAND 4 includes;

- Maintain and create accurate SAP master data.
- Ensure any GMP stock or storage deviations are corrected and recorded in the Quality system.
- Manage intra and inter plant movements, up to 5 geographically located material stores to support operations.
- Manage multiple change requests for any starting materials or supplier changes through the Management of Change system (MOC) and resolve and troubleshoot issues.
- Make recommendations and create new operating procedures/processes that continuously improve operations and gain efficiencies
- Monitor temperatures in the GMP storage areas.

Decision Making Band 3

- The position works within a highly regulated environment, with a framework of legislation, policies, procedures and resource parameters. Within this framework the position has some independence in the planning and allocation of resources to ensure the supply, storage and internal distribution of goods produced by ANSTO.
- The position will seek the advice of the Team Leader Inventory in respect to appropriate risk management strategies.
- The position is fully accountable for the accuracy, integrity and quality of the advice provided regarding the storage and distribution of goods produced by ANSTO.
- The levels of authority delegated to this position are those approved and issued by the CEO. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Decision Making Band 4

- The position is expected to make operational decisions, based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information.
- The position makes independent decisions on assessing the requirements needed to initiate a management of change process and is expected to lead the management of change independently.
- The position makes independent decisions on the most appropriate method in relation to the management of Inventory to ensure the production environment is not impacted.
- The position contributes to the functions of Warehouse & Inventory Management and operational logistics planning and supports risk mitigation strategies when issues arise.

Key Challenges

- Working in different areas of ANSTO as required.
- Working in a fast-paced environment and being aware of the consequences of a GMP failure.
- Troubleshooting and resolving inventory errors.
- Handling fragile, cold chain or dangerous goods.
- Promote and ensure team compliance to regulations, through working within a strictly regulated environment.
- Responding quickly to alert purchasing or quality of discrepancies when receiving inbound goods

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	• Receive guidance and direction • Provide regular updates on key tasks, challenges and critical issues that may impact customers, ANSTO's reputation • Provide evidence-based advice on supply chain matters • Recommend and gain endorsement for plans and goals and other initiatives • Escalate issues and propose solutions
Work area team members	• Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Support team members and work collaboratively to contribute to meet objectives • Negotiate and resolve conflicts
Internal clients	• Ensuring by a process of consultation and communication the seamless flow of materials to internal client's area. • To coordinate when issues occur so that alternate plans are formulated as required
ANSTO WH&S	• Manage compliance with all internal procedures and external regulators including
Divisions of ANSTO	• Provide advice to other areas within ANSTO regarding the safe and efficient storage of materials.

External	
Freight Service Providers	• Understand and anticipate needs of delivery drivers to ensure efficient handling of product
External Auditors	• Understand how to address auditor's questions and understand own procedures

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Team Leader Inventory
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights and working in different areas of ANSTO as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Required to do regular amounts of manual handling Continuous lifting of objects weighing up to 8 Kg. Ability to lift up to a maximum of 20 Kg Be fit and able to do all store and material movement tasks
Radiation areas:	May be asked to perform duties in an area where radioactive materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements
Linked Role:	The transition from Band 3 to Band 4 is not automatic and requires a full written submission, in addition to the attached checklist, to demonstrate how the employee meets the requirements. Transition will only occur following approvals from the Team Leader Inventory, Senior Manager Logistics and Warehouse and the Chief Procurement Officer.

Workplace Health & Safety	
Specific role/s as specified in AG-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

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS & EXPERIENCE – Band 3

1. Cert/Dip. qualification in a related discipline or significant equivalent experience.
2. Demonstrated experience in inventory control.
3. Experience handling a wide range of goods including pharmaceutical goods, dangerous goods and bulky products.

4. Highly developed communication and interpersonal skills including the ability to collaborate effectivity with diverse groups
5. Effective problems solving, organisational skills and attention to detail and accuracy
6. Capacity to prioritise, meet deadlines and work calmly in a busy environment
7. Ability to work both independently and part of a team
8. Intermediate computer skills including Office, SAP (Materials management) and data entry.
9. Personal qualities to deliver a service in a courteous, professional and efficient way.

In addition to the above knowledge, skills and experience the Band 4 level requires:

1. Diploma qualification in a related discipline or significant equivalent experience.
2. Experience and competency in understanding TGA requirements especially surrounding starting materials.
3. Advanced computer skills using SAP Materials Management.
4. Competency to manage multiple change requests through the Management of Change system (MOC).
5. Demonstrated ability to continuously improve and implement new/revised systems, procedures and processes.

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:	Taylor Hankins	Name:	Jeremy Moss
Title:	Team Leader Inventory	Title:	Chief Procurement Officer
Signature:		Signature:	
Date:		Date:	

Inventory Control Officer - Linked Role (PD-2395)

Band 3 to Band 4 Transition Checklist

Name:	
Commencement Date:	
Assessment Date:	

Note: A full written submission demonstrating and justifying how the employee meets the requirements must also be attached.

Requirements for transition	Met Criteria
Performing Band 4 accountabilities, as described in this and completion of the Band 3 to Band 4 transition criteria curriculum.	☐Yes ☐No
Demonstrated ability to lead and manage multiple change requests through the Management of Change system (MOC).	☐ Yes ☐ No
Demonstrated decision making in the absence of the Team Leader Warehouse & Inventory to ensure operations are not impacted.	☐ Yes ☐ No
Demonstrated ability to create and maintain accurate SAP master data.	☐ Yes ☐ No
Demonstrated ability to raise deviations in EQMS (Electronic Quality management System) .	☐ Yes ☐ No

Team Leader Inventory Recommendation:
I have reviewed the employee's competence in accordance with Linked Role PD-2395 and certify that the employee meets all requirements for transition and recommend transition from Band 3 to Band 4 be endorsed.

Team Leader Name:	
Signature:	
Date:	

Senior Manager Logistics & Warehouse Assessment
I have assessed the submission and confirm that the employee meets all requirements for transition from Band 3 to Band 4

Manager Name:	
Signature:	
Date:	

Chief Procurement Officer
I have reviewed all information and approve transition from Band 3 to Band 4

GM Name:	
Signature:	
Date:	
Effective Date of transition:	