



POSITION DESCRIPTION

Position Title:	Master Production Scheduler
Cluster / Business Unit / Division	Nuclear Operations & Nuclear Medicine (NONM)
Section or Unit:	Planning and Scheduling
Classification:	Band 5
Position Description Number:	PD-2041
STEMM/NON-STEMM:	NON-STEMM
Work Contract Type:	Professional

POSITION PURPOSE

The Master Production Scheduler is responsible for the creation of both short term (weekly/daily) as well as long term (24 month rolling) achievable production plans based on available capacity and in line with agreed S&OP demand requirements to maximize customer service. The role is responsible for daily/weekly/monthly performance analysis to understand supply performance and trigger corrective and improvement actions across the business. The role reports to the Master Supply Planning Lead and is part of a cross-functional team with the ability to back-up other business units during leave periods.

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 Planning and Scheduling team is part of the Nuclear Operations and Nuclear Medicine cluster which drives end to end supply chain planning processes from the OPAL reactor, through multiple nuclear medicine production facilities through to dispatch of product.

The Planning and Scheduling unit optimises the end-to-end supply chain through the integration of our supply planning function, thereby ensuring production capabilities and customer demands are balanced in a cost effective manner. A team of master production schedulers' are cross trained to share the scheduling portfolios of Reactor, Health and ANM.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

This role will be fully accountable for the development and accuracy of the Master Production Schedule (MPS) for a specific portfolio to ensure fulfilment of customer requirements:

- **Balance short to mid-term supply plan (0-2 months):** Ensures short to mid-term customer demand is met on time/in full and properly identifies, communicates and proposes solutions to address any supply risks through the Integrated Tactical Planning (ITP) process (i.e. weekly S&OP meetings).
- **Balance long-term supply plan (2-24 months):** Executes rough cut capacity planning (RCCP) to long-term customer demand and identifies, communicates and proposes solutions to address any long term supply risks through the monthly Integrated Business Planning (IBP) process.
- **Master Data Management:** Maintains master data integrity and accuracy in SAP ECC, APO (PPDS) and SAP-IBP.
- **Continuous Improvement:** Constantly challenges the status quo looking for opportunities to improve business performance and processes.

- Develop short-term master schedules for a specific portfolio, being able to manage constant volatility driven by forecast uncertainty, as well as various capacity constraints such as irradiations per day, shared labour and machinery resources amongst BUs, conflicting priorities, shutdowns, etc. The Master Production Scheduler must ensure any plan changes are adjusted in the plan on a timely manner to ensure no impact to the business.
- Create and maintain strong partnerships with key stakeholders (i.e. production, logistics, inventory, etc) to ensure plans are executed successfully.
- Communicate and fix any potential stock shortages risks due to supply and demand imbalances.
- Manage import planning during production shutdown periods
- Participate and lead daily/weekly/monthly S&OP meetings
- Collaboratively work with Demand Planning to understand customer requirements
- Define, measure and provide analysis on KPIs and metrics (i.e. ATP, DIF, DOT and DIFOT, SLOBS, Inv%Revenue, etc) in order to understand supply performance and trigger corrective and improvement actions.
- Lead continuous improvement initiatives through validation and analysis of data generating insights and recommendations on opportunities to improve business performance across supply chain network (i.e. lead-time reductions, cost savings, service level improvement, lean processes, process automation and methodology, etc).
- Understand and resolve issues through RCPS (Root cause problem solving) or 5 WHYS methodologies
- Follow up on orders (i.e. plan, process, purchase, stock transfers, etc) and raise/fix any issues.
- Use SAP ECC, APO (PPDS) and SAP-IBP systems for all aspects of planning and scheduling, manufactured stock control and adjustments.
- Support the material requirements planning (MRP) process.
- Undertake additional duties as required and during period of leave of other staff in other business units.
- Sponsor and participate in projects.

Decision Making

- The position works within the framework provided by the ANSTO Master Supply Planning and Master Scheduling policy. Additional guidance is provided by published planning rules and parameters. Within these frameworks, 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 position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the planning and production teams, 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.
- The position resolves problems of moderate scope where analysis of data requires the identification of obscure or undefined factors and decisions have significant impact on business performance
- 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

- Complexity due to the range of products and their associated production methods.
- One specific characteristic of Irradiated products is they are subject to radioactive decay (activity decreases through time) and the associated challenges this creates for production scheduling.
- Complexity around organisational structure, and difficulties in influencing across organisational areas with competing priorities.
- Strong constraints due to ANSTO being a highly regulated organisation.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Master Supply Planning Lead	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Planning and Scheduling team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts • Provide coverage during periods of leave/absence
Demand Planning	<ul style="list-style-type: none"> • Work collaboratively to understand customer requirements
Direct Reports	<ul style="list-style-type: none"> • Not applicable
Production departments - OPAL Reactor, Health, Silicon, ANM, Maintenance.	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Report on budgets and resources consistent with strategic plans and goals
IBP team	<ul style="list-style-type: none"> • Provide reporting inputs to the IBP cycle
External	
Nil	

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Master Supply Planning Lead
Direct Reports	Nil
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights
Travel:	May be required to 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:	Rarely required (not in a regular basis) to work in radiation areas i.e for induction or training purposes only
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
Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	<p>All Workers</p> <p>Officer (definitions found in appendix 1 of AG-2362)</p> <p>Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties</p>

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Bachelor’s degree qualification or equivalent experience in Production, Supply Chain or relevant discipline.
2. Demonstrated experience in production/supply planning with good understanding of end-to-end Supply Chain processes (Logistics, Procurement, Customer Service, etc) and S&OP/IBP processes.
3. Strong ERP software knowledge and experience, ideally SAP (ECC, APO – PPDS & IBP).
4. Advanced Excel skills with demonstrated experience analysing large databases.
5. Great attention to detail but also able to see the ‘big picture’. Move effectively between strategy and operational detail.
6. Excellent written and verbal communication skills, presenting complex data in comprehensible reports and presentations to inform management decision making.
7. Strong influencing and negotiation skills across all levels of the organisation.
8. Action and results oriented, focused on priorities and the ability to make sound judgements to deliver results.

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:	James Charlesworth	Name:	Ian Martin
Title:	Master Supply Planning Lead	Title:	General Manager, Nuclear Medicine
Signature:		Signature:	
Date:		Date:	