



## POSITION DESCRIPTION

<b>Position Title:</b>	Demand Planner
<b>Cluster / Business Unit / Division</b>	Commercial Products and Services
<b>Section or Unit:</b>	Integrated Business Planning
<b>Classification:</b>	Band 6
<b>Position Description Number:</b>	PD-2252
<b>Job Family:</b>	Manufacturing
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective of the Demand planner role is to establish the Unconstrained Demand for Health Products and Silicon Irradiation for ANSTO as part of the monthly Integrated Business Management (IBM) process.

The Demand Planning position is responsible for all forecasting activities associated with customers and products. This role will create and maintain forecast models for customers, incorporating business intelligence and forecast information gathered from sales, marketing, finance, and own research. This position will also support supply planning analysis when required.

This position is the talent pool for the Demand Planning Manager position within ANSTO.

### 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.

Commercial Products and Services includes several businesses that have a commercial focus including, ANSTO Minerals, ANSTO Radiation Services, Nuclear Waste solutions, Business Development, Silicon, Integrated Business planning and Marketing and Sales.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Develop unconstrained demand forecasts (operational forecasts) at multiple levels of aggregation for multiple time horizons as part of a demand planning function.
- Review historical sales trends, research demand drivers, prepare forecast data, develop statistical forecast models, and evaluate forecast results.
- Coordinate cross-functional research activities to reconcile significant variances and refine the forecast model to reflect updated sales and marketing assumptions.
- Interact with sales, marketing, and Commercial finance to understand demand forecast drivers.
- Utilise a collaborative and consensus approach by working with Sales, Marketing and Commercial Finance to obtain and ensure that current and accurate information is used for demand forecasts.
- Use and maintain the Demand Planning software (SAP IBP) as the primary forecasting system tool.

- Provide input to the Supply Planning team in developing inventory strategies on existing items, new products, and product phase-outs.
- Challenge the status quo to improve business performance and processes.
- Closely coordinate and communicate customer action plans with supply planning.
- Support supply planning team as required and during period of leave of other staff.
- Create statistical forecasts:
  - Gather, analyse and validate data
  - Execute statistical modeling software
  - Review resulting statistical forecast model
  - Apply error analysis techniques to improve forecasting
  - Summarise/aggregate statistical forecasts
- Review sales plans, Commercial finance Budget Updates or Latest Estimates and demand drivers:
  - Present, obtain, and assess feedback on the various forecasts from sales, and finance
  - Recommend adjustments for operational forecasts
  - Review promotional plans with sales
- Achieve consensus for constrained demand forecasts by facilitating a collaborative planning process with sales, marketing and finance personnel:
  - Prepare relevant material to facilitate research and discussion
- Provide input to volume planning (Latest Estimates / annual process)
  - Achieve consensus with the business side and the demand chain
- Maintain demand planning system and software
  - Enter and modify data and ensure the correctness of product and customer hierarchies.
  - Monitor trends in forecast error
  - Identify relevant market-related data and competitive intelligence
- Prepare and maintain relevant reports pertaining to demand planning process
- Make recommendations to improve the efficiency of the SAP IBP system.
- Work with the SAP team to continually improve the SAP IBP system.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The position is fully accountable for the accuracy, integrity and quality of the Health, Silicon and ANM detailed forecasting 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 is responsible for making recommendations to the sales team on customer patterns and potential sales opportunities or areas of concern.
- The position is responsible for maintaining the integrity of the Demand module for SAP IBP and managing the demand priorities of the SAP IBP support team priorities for updates and system fixes.
- 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

- Producing a customer demand forecast which incorporates current and accurate market information that allows the company to correctly predict customer demand and provide its supply chain with the appropriate information to plan how to meet that customer demand.
- Improving relationships among planners, sales, marketing and finance, which will lead to effective knowledge sharing and an optimal consensus forecast to better guide the company.
- Refining systems and methods to continually improve forecasts so that the company can better anticipate customer needs.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Demand Manager	<ul style="list-style-type: none"> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Produce the Demand Plan for Health Products, ANM and Silicon Irradiation.</li> <li>• Negotiate and report on assumptions to support Product, Demand &amp; Supply plans and resources consistent with strategic goals and objectives</li> <li>• Recommend and gain endorsement for the Demand plan</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on the detailed forecast</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate to Develop OE Demand and Supply and share accountability</li> <li>• Negotiate and resolve conflicts</li> <li>• Provide coverage during periods of leave/absence</li> </ul>
Other departments (name)	• As required in the Demand planning process
<b>External</b>	
Oliver Wight	• Support OE accreditation
Customers	• To determine and confirm demand

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Demand Manager
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights
Travel:	Not required
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Hours:	38 hours a week with flexibility in the hours.
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- All Workers  
2362 of the ANSTO WHS  
Management System

Managers / Leaders / Supervisors  
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 AND EXPERIENCE

1. Degree in a Business or Analytical discipline preferred or minimum of 5 years' experience working in demand planning.
2. Demonstrated proficiency in statistics, forecasting and forecasting methods with an understanding of their financial and operational impacts.
3. Understanding of supply chain process (Logistics, procurement, customer service, etc.) and S&OP cycles
4. Knowledge of SAP Integrated Business Planning, SAP APO, Manugistics, or Oracle Demand Planning or other software related to demand planning is preferred.
5. Solid problem-solving and analytical skills with willingness and ability to challenge assumptions, drive change and improvement.
6. Strong analytical and modelling skills, while also being results driven and possessing strong levels of initiative in dealing with any issues
7. Strong interpersonal skills and demonstrable influencing ability.
8. Ability to establish and maintain good working relationships with stakeholders to deliver on business outcomes
9. Advanced knowledge in Microsoft Office and SAP modules for Demand Planning, Logistics, Production. Experienced with other software packages including Windows, and Microsoft Office.
10. Flexibility in approach to work with strong team and customer focus
11. Desire to seek continuous improvement, a track record of success in streamlining process and an understanding of 'Class A' principles
12. APICS certified

## VERIFICATION

Line Manager	Delegated Authority
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: