



POSITION DESCRIPTION

Position Title:	Supply Manager
Cluster / Business Unit / Division	Commercial Products & Services
Section or Unit:	Integrated Business Planning
Classification:	Band 8
Job Family:	Administration
Position Description Number:	PD-1900
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The IBP Supply Manager facilitates:

- 1) The Nuclear Precinct rolling 24-month Supply Planning process (including the oversight of Silicon Capacity plan) and creates and maintains a valid Master Supply Plan for materials and capacities by effectively balancing supply and demand; and acts as the conduit between Supply and Demand for requests and changes to demand and outputs from Supply.
- 2) The integration of the enabling services supporting the Manufacturing operations, with particular focus on AME (Maintenance and Engineering), High reliability, Nuclear Security, Nuclear Safety, Regulatory and other enabling groups.
- 3) The resolution of misalignments identified during the IBP process concerning end to end Supply Chain constrains ANSTO Wide, including our Research and Scientific activities.

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 Division is focused on driving growth. Encompassing, business development and driving improvement through the integrated business planning process. The Team deliver against ANSTO wide initiatives and projects that are aligned to the strategic plan.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Leads the Supply Planning process through the integrated business planning (IBP) process. Custodian of the valid Nuclear Precinct Supply Plan (including Silicon).
- Facilitate the Supply plan development, including input and analysis.
- Facilitate the ANSTO Supply Review, incorporating NST and Enabling functions. Issue the Supply Review pack.
- Create and maintain a valid and achievable Master Supply Plan balanced to capabilities in the supply chain.
- Ensure a common master plan drives company priorities.
- Integrate master Supply plan with other functions including Maintenance, Engineering, High reliability and other functions.
- Maintains Master data for planning System (IBP SAP) and all relevant documentation up to date.
- Performs UATs and provides advice on system improvements.

- Analysis of the demand and supply balance at the product family and master schedule levels, determining out-of-balance conditions, identifying alternatives, and recommending action for approval.
- Manage requests for change whether changes are due to Demand or Supply constraints.
- Ongoing liaison with Demand Management and Product Coordinator to support integrated planning.
- Manage stability and responsiveness. Work with sales, marketing and manufacturing to better understand competitive lead times for master scheduled items. Seek ways to reduce internal and external lead times as well as lead times to the customer.
- Facilitate strategic decisions on issue resolution & gap closing plans including exploitation of opportunities and mitigation of vulnerabilities.
- Identification, negotiation and resolution of conflicts with respect to material and capacity availability and order-promising integrity.
- Act as internal educator and consultant on master scheduling issues, providing education and training to improve company-wide understanding of MPS functions.
- Lead Root Cause analysis on non-conformance with recommendations for improvements to the Supply & Demand teams.
- Maintenance of planning parameters including planned lead times, delivery times, and order file data for all MPS items.
- Analysing forecast performance and making recommendations to supply chain on inventory plan.
- Ensure a range of KPIs and measures as identified in the Integrated Business Planning process are achieved and improved.
- Ensures Portfolio opportunities with Manufacturing supply chain synergies follow the required stage gates and facilitates the integration of the relevant stakeholders from the supply chain perspective.
- Provide expert, authoritative and evidence based advice to NST and education as required.
- Undertake additional duties as required and during periods 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 group strategy and objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Senior leadership team 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.
- Determines key work priorities within the context of agreed work plans and will consult with the Senior Leadership Team on complex, sensitive and major issues that have a significant impact on the Organisation
- 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).
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Key Challenges

- Developing a working knowledge of the organisation's products and processes to ensure optimal master schedule stability, order creation, rescheduling and load-levelling.
- To form productive working relationships with Product, Demand and Supply teams through the IBP process.
- Fully exploiting the capability of the SAP tool in the Supply Planning area.
- Ensuring the integration of new opportunities that requires Supply Chain capabilities.
- Challenge current manufacturing/supply strategies for all product lines to be sure that the best and most customer-oriented strategy is being used.

KEY RELATIONSHIPS

Who	Purpose
Internal	
IBP Process Leader	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives • Highlights Misalignments and recommend solutions.
Work area 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
General Manager ANSTO Health, Nuclear Medicine	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice
OPAL Reactor Manager	
Business Manager Silicon	
SRM Chair	
AME, COOG, OCEO, IT, NST (GMs/ Group Leaders and Senior Managers)	
Master Supply Planning Team	<ul style="list-style-type: none"> • Collaborate with team - to ensure seamless integration across short term and medium-term plans and planning issues
External	
Benchmark organisations: Large international businesses, Government agencies, Not for profits	<ul style="list-style-type: none"> • Identify and learn from networking with large organisations running integrated business planning or business excellence programs • Provide expert, authoritative and evidence-based advice

POSITION DIMENSIONS

This position consists in engaging, guiding and coaching other managers and planning functions directly link to the supply chain capabilities of ANSTO to develop, maintain and report updates of their operational plans and to produce one single Supply plan for ANSTO.

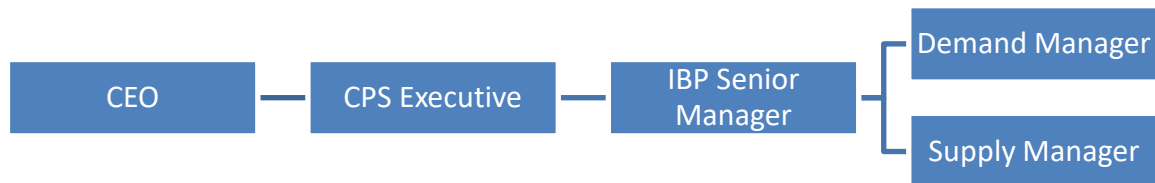
Staff Data	
Reporting Line	Reports to the Senior Manager Integrated Business Management
Direct Reports	Nil
Indirect Reports	All planning functions associated to Supply Chain or Enabling functions Require collaboration and integration to this role

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
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. After hours work will be required on a regular basis
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in <u>AP- All Workers 2362</u> of the ANSTO WHS Management System	
	Managers / Leaders / Supervisors

ORGANISATIONAL CHART



KNOWLEDGE, SKILLS AND EXPERIENCE

1. A Degree in an analytical discipline (Planning/ Finance/ Engineering etc).
2. Extensive experience in managing the Supply Planning function in a complex, highly regulated, just-in time, ERP driven production environment.
3. Excellent relationship, people management and communication skills.
4. Extensive ERP system knowledge (preferably IBP SAP) and advanced knowledge in Microsoft Office.
5. Experience in S&OP/IBP process, ideally through Oliver Wight Class A.
6. Financially and commercially astute.
7. High level analysis and presentation skills.
8. Flexibility in approach to work.
9. Strong team and customer focus.
10. Continuous improvement mind set.

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:	Fernando Collazo	Name:	Oleh Nakone
Title:	Senior Manager	Title:	Group Executive Commercial Products & Services
Signature:		Signature:	
Date:		Date:	

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour