



POSITION DESCRIPTION

Position Title:	Master Supply Planning Lead
Cluster / Business Unit / Division	Enabler
Section or Unit:	Transformation and Engagement
Classification:	Band 6
Position Description Number:	PD-1954
Work Contract Type:	Professional

POSITION PURPOSE

The Master Supply Planning Lead is required to develop and implement an effective master supply planning process across ANSTO's OPAL reactor, ANSTO Health, ANSTO Silicon Irradiations, and Australian Nuclear Medicine (ANM) business units, that shows improvement in customer service levels and decrease in overall costs.

The Master Supply Planning Lead is to produce and maintain a master schedule which represents what ANSTO plans to produce over a specified period of time and is expressed in specific quantities and dates. It will focus on all the products/materials processed in the OPAL reactor with commercial and non-commercial purposes.

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.

Transformation and Engagement drives and stimulates integration, innovation and engagement amongst our internal and external stakeholders.

The group plays a key role in ANSTO's future growth and development projects and helps to facilitate ANSTO's evolution into a more outward-looking organisation.

The Master Supply Planning Lead reports to the Supply Manager.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Develop, implement and continuously improve an effective master supply planning process across ANSTO, initially including Nuclear Operations (OPAL), ANSTO Health, ANSTO Silicon Irradiations and Australian Nuclear Medicine.
- Produce and maintain the master schedule. Ensure all plans are valid, i.e., the material is needed and all resources are available to produce the material. The master schedule is created and managed daily in daily time buckets; as part of this process, action/exception messages are reviewed and resolved daily. The schedule drives all supply chain activities and is the only priority-setting mechanism for the supply chain.
- Lead and drive process and organisational performance in relation to supply planning to meet or exceed Oliver Wight Class A expectation.
- Lead the weekly Master Supply Schedule Communications meeting. Participants include appropriate representatives from Planning, Operations, Quality Assurance, Purchasing, and maintenance; as appropriate, the Demand and Initiative/Project Planners may attend. The focus of the meeting is to review and reach alignment on the weekly schedules through the emergency change zone, and on a

monthly frequency, through the upcoming quarter or cumulative lead time, whichever is greater, and resolves any capacity or material issues.

- Drive the application of SAP ~~APQ, SNP, CTM and~~ PPDS tools to support the master supply planning process and realise the ANSTO Enterprise (AE) planned benefits
- Document the master supply planning process and develop education and training materials to enable the development of additional and future Master Supply Planning Leads
- Ensure Control planning is at all levels of the Bill of Material. Own and maintain master data, BOMs, recipes, etc and interact with the Business Process Data Leads (BPDL) team to ensure good change control is executed.
- Determine which levels will be master scheduled.
- Apply capabilities including forecast consumption, planning bills, final assembly schedules, Kanban, and ATP to best serve customers while simplifying the planning process.
- Establish, document and maintain planning time fences/planning zones for each product family including the process and responsibilities for recommending and approving changes.
- Document and maintain all planning parameters and performance measures. Pro-actively notify others of change.
- All capacity consuming activities such as maintenance, shutdowns, meetings, new product tests, and projects are included in the master schedule.
- Set and regularly review safety stocks and safety capacities in conjunction with the Demand Manager; and ensure safety stocks and safety capacities are integrated across the supply chain.
- Perform Rough-Cut Capacity Planning at the SKU level to test the validity of the production plan before deploying the master schedule to material and capacity planners for detailed scheduling.
- Lead the weekly Master Schedule Communications meeting.
- Track schedule performance against the production plan and master schedule, verify that material requirements are valid, and demonstrate that system exception messages are monitored daily and used to facilitate schedule management.
- Communicate frequently with the Demand Manager and participate in the Integrated Business Planning process. The Master Supply Planning Lead takes into account the needs of customers and both the commercial and supply side needs in balancing stability and responsiveness.
- Initiates and lead problem-solving activities into complex and novel supply problems, issues and challenges, and involve all appropriate people in issue resolution.
- Undertake additional duties as required and during period 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 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 plans (businesses included in the MSS), operational excellence program, the Nuclear Operations and ANSTO Business strategies and individual business unit 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 businesses in ANSTO and stakeholders in the IBP process, 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 work plans and will consult with the supply planning stakeholders on complex, sensitive and major issues that have a significant impact on the MSS.
- This role will work with senior roles and other IBP roles across ANSTO. The position will be required to provide data and documented assumptions to support the Master Supply Schedule presented in the IBP cycle.
- This will often be a collaborative approach after discussions with multiple stakeholders. The role has the authority to challenge any supply assumptions. The position works within the framework of IBP

Business Process & Procedures. Within this framework the position has some independence in determining how to achieve objectives, including deciding on methods and approaches, operations, project planning and allocation of resources.

- 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

- Interface with demand, supply and portfolio/product based roles within ANSTO (which will include all levels of management at time) to produce a MSS which is valid
- Develop strong working relationships across ANSTO to facilitate broad input and assistance with business analyses.
- Effective identification and resolution of issues (at the lowest practicable level) using the IBP process
- The smooth, formal transfer of plans and information through the monthly IBP planning cycle
- Ensure all planning is based upon demonstrated capacities and that there is a formal process for updating and documenting those capacities.
- Follow a business-specific policy that details the decision-making authority of the Master Supply Planning Lead and actions to be taken when required decisions exceed that authority level.
- Fully utilise all available and fully-integrated planning systems including decision support tools and advanced planning systems where appropriate.
- Continually review and improve the quality of the information available to support the MSS
- Work with other stakeholders to drive various improvement programs.
- Liaise with other IBP roles and stakeholders to prepare procedures and training material

KEY RELATIONSHIPS

Who	Purpose
Internal	
Managers/Executive/IBP Diamonds including Demand Manager and IBP Process Lead	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Produce the MSS • Negotiate and report on assumptions to support the MSS consistent with strategic goals and objectives • Recommend and gain endorsement for the Demand plan
Business Unit 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 to develop IBP Supply and share accountability • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Planners and Schedulers
Other departments including Nuclear Operations, ANSTO Health, ANSTO Silicon, ANM, NSTLI, ANSTO Waste Operations, Finance, Procurement and Quality, Support Services.	<ul style="list-style-type: none"> • As required in the IBP process
External	
Oliver Wight	<ul style="list-style-type: none"> • IBP accreditation
Customers	<ul style="list-style-type: none"> • To produce and maintain a MSS • Develop opportunities

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the (IBP) Supply Manager
Direct Reports	Five-Four Planners and Schedulers
Indirect Reports	Nil

Financial Data (2015/2016)	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

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) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety 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 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

Attached

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualification (Degree preferred or tertiary qualification with relevant experience) in Production or Supply Chain or other relevant technical qualification.
2. Demonstrated experience in master supply planning and scheduling in an SAP environment
3. Demonstrated understanding of and experience applying capabilities including forecast consumption, planning bills, final assembly schedules, Kanban, and ATP
4. Proven track record of leading teams to improve supply planning processes and outcomes
5. Ability to work effectively in a team
6. Excellent communication and influencing skills
7. Proactive, deadline driven with a commitment to safety, quality and continuous improvement
8. Strong interpersonal and planning skills
9. Flexible approach to work with ability to solve problems in a time pressured environment and reorganise work plans to manage conflicting priorities

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: Patrick Jones	Name: Shaun Jenkinson
Title:	Title:
Signature:	Signature:
Date:	Date: