



POSITION DESCRIPTION

Position Title:	Supply Planning Manager
Cluster / Business Unit / Division	Nuclear Medicine
Section or Unit:	Planning and Scheduling
Classification:	Band 6
Position Description Number:	PD-1954
Work Contract Type:	Professional

POSITION PURPOSE

The Supply Planning Manager is required to develop and implement effective planning and scheduling processes across Nuclear Medicine, with a focus on improvement to customer service levels and decrease in overall costs.

The Supply Planning Manager is to create and maintain a master schedule which represents what Nuclear Medicine plans to Manufacture over a specified period of time and is expressed in specific quantities and dates. The focus will be on products/materials processed in the OPAL reactor for Nuclear Medicine.

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.

ANSTO Nuclear Medicine has a dominant market share position in Australia and is expanding into the global market. ANSTO Nuclear Medicine operates under strict external regulatory requirements including TGA, FDA, ISO 9001, ARPANSA and ASNO, within ANSTO's procedural framework and in oversight by the ANSTO Board. Over 500,000 Australian patients benefit from ANSTO's radiopharmaceuticals annually.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Develop, implement and continuously improve an effective supply planning process across Nuclear Medicine
- Create and maintain a master schedule that drives all supply chain activities across Nuclear Medicine.
- Lead and drive process and organisational performance in relation to supply planning to meet or exceed operational excellence.
- Manage the weekly S&OP (Sales and Operational planning) meetings. Participants include appropriate representatives across Nuclear Medicine. The focus of the meeting is to communicate the weekly schedule as well as the planning horizon.
- Ensure all Standard Operating Procedures across the Nuclear medicine planning group are maintained.
- Maintain master data, BOMs and recipes, across Nuclear Medicine.
- 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.
- Ensure all capacity consuming activities such as maintenance, shutdowns, meetings, new product tests, and projects are included in the master schedule.
- Perform Rough-Cut Capacity Planning at the SKU level to test the validity of the production plan before deploying the master schedule to all relevant stakeholders.
- 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.
- Participate in the Integrated Business Planning process providing input to the Demand Supply Manager. Considering the needs of Nuclear Medicine customers and capacity requirements.
- Is instrumental leading problem-solving activities, complex and novel supply problems, issues and challenges, and involve all appropriate stakeholders. .
- 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 position is fully accountable for the accuracy, integrity and quality of the content of advice provided to Nuclear Medicine stakeholders 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.
- The position will be required to provide information and clarity of the assumptions for manufacturing of nuclear medicine products to relevant stakeholders. This will often be a collaborative approach after discussions with multiple stakeholders. The role has the authority to challenge any supply assumptions.
- 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 and collaborate with all external stakeholders in order to produce a valid MSS
- Develop strong working relationships across Nuclear medicine to facilitate broad input and assistance with business analyses.
- Ensure effective identification and resolution of issues
- Ensure the smooth, formal transfer of plans and information across all nuclear medicine stakeholders.
- 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 of the Supply Planning Manager and actions to be taken when required decisions exceed that authority level.
- 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.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Managers/Executive within Nuclear Medicine	<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 •
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 • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development • Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required
Other Divisions of ANSTO	<ul style="list-style-type: none"> • To ensure all external stakeholders are informed or engaged with collaboratively for any required input to the plan
External	
Customers	<ul style="list-style-type: none"> • Attend meetings as required and ensure MSS is communicated.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Customer supply chain manager
Direct Reports	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 <u>AG-2362</u> 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
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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: Suzanne Smart	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: