







ROLE PROFILE

Job Title	Inventory Analyst
Business Unit	WG&S Australia
Function/Region	Supply Chain
Location	Australia
Leader	Supply Chain Manager
People Leadership	N/A
Job Level	5
Role Purpose To effectively manage the WG&S Australia inventory to agreed targets to ensure a high level of customer availability whilst controlling working capital.	
Accountabilities <ul style="list-style-type: none"> • Prepare supplier replenishment/shipping plans to allow the efficient planning of procurement and production • Monitor and control Consignment and Company Owned stock levels across the 4 Australian sites, including organising interstate transfers • Report weekly/monthly/yearly stock position to wider business including SoH, DoS, Held/Damaged, Promotional/Gift Packs and Slow Moving and Obsolete • Manage Slow Moving and Obsolete plans with the Commercial and Marketing Teams • Coordinate reworks and destructions in a timely fashion including organising dry material for repacks and authorisation from Finance and Australian Customs for destruction • Effectively manage NPD and pack changes following Sales and Marketing requirements with Change Control in Scotland, ensuring smooth cut over plans and reducing obsolescence costs associated with old material • Using the Inventory Snapshot ensure stock is reconciled with 3PL daily including SoH, Held and Duty Paid and Bonded • Prepare internally and externally for adhoc and annual stock takes at each AU warehouse • Manage labelling compliance, product data and quality assurance to cover WGS AUSTRALIA's legal obligations • Participate in projects, as agreed, to improve and develop working of stock control team 	
Values <div> <div>  <p>BE PROUD We are proud of our brands, our heritage, and our commitment to superior quality in our products</p> </div> <div>  <p>BE RESPONSIBLE We expect every individual and their teams to be accountable and to perform to their full potential</p> </div> <div>  <p>BE SUSTAINABLE We wish to make a positive contribution to our communities and to our environment</p> </div> <div>  <p>BE PROFESSIONAL We value integrity, transparency, professionalism and constructive debate within a team working culture</p> </div> <div>  <p>BE ENTREPRENEURIAL We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement</p> </div> <div>  <p>THINK LONG TERM We are proud of our brands, our heritage, and our commitment to superior quality in our products</p> </div> </div>	

Core Competencies:**Deciding & Initiating Action**

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative and acts with confidence
- Initiates and generates activity

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem

Planning and Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones.

Following Instructions and Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules; arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role.

Adapting and Responding to Change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people or situations
- Shows an interest in new experiences.
- Deals with ambiguity, making positive use of the opportunities it presents.

Skills and Qualifications:Essential:

- Comprehensive understanding of Supply Chain procedures and processes.
- Competency in Microsoft applications (Excel & Word)
- IFS/JBA/SAP/ERP systems experience desirable
- Knowledge of ATO & ACS desirable
- Knowledge of shipping terms
- Comprehensive understanding of inventory management techniques

Desirable:

- Promotes and role models the values
- Establishes trust and influences people positively
- Is visibly decisive and stands by his/her decisions (especially when it is tough)
- Makes decisions taking into account the interests of the wider company

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Date:	1/04/2022
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Date of last revision:	