

ROLE PROFILE

Job Title	Supply Planner
Business Unit	WG&S Australia
Function/Region	Supply Chain
Location	Australia
Leader	Supply Chain Manager
People Leadership	N/A
Job Level	4B
Role Purpose To manage the supply of our product portfolio to meet or exceed customer requirements by having the right levels of stock, in the right place, at the right time.	
Accountabilities <ul style="list-style-type: none"> • Ensuring the right levels of inventory is ordered from suppliers (both WG&S and Agency) on a regular basis including setting and maintaining appropriate safety stock levels • Displaying a thorough understanding of inventory management • Managing stock purchasing under a campaign and allocation-based model coupled to extremely long and volatile lead times • Working with suppliers to establish effective Sales and Operation Planning rhythms and sharing long-range supply forecasts • Communicating supply issues early and effectively to the Australian team and working with our commercial partners to minimise the impact of out-of-stock issues on delivering budget each year • Championing the use of Software based planning modules in our business and developing expertise in this tool • Representing supply chain in the New Product Develop forums and ensuring that all related tasks are completed on time for each project • Reconciliation of Purchase Orders vs Customer Orders and inbound stock reports to ensure our ERP is up to date to enable accurate decision making • Reporting of slow-moving inventory, lead times, and stock levels as well as any other relevant reporting each month • Maintaining strong working relationships with suppliers including freight forwarders and agency partners 	

Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies

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

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

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

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical, and orderly way
- Consistently achieves project goals

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 respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

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

Skills and Qualifications:Essential:

- Proven skill at managing inventory levels for imported products with long lead times
- Comprehensive understanding of global supply chain processes and procedures. This includes understanding of Sales and Operations Planning principles.
- Written and verbal Communication skills
- Problem solving skills and an ability to share the impact and potential solutions quickly and accurately.
- ERP systems experience

Desirable:

- FMCG experience
- Self-motivated and proactive mindset
- Evidence of excellent customer service
- Educated to a high level

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