

POSITION DESCRIPTION

Position Title:	Inventory and Logistics Manager	PD Number:	EEPD0013
Reports to:	Manager Procurement, Logistic, Property and Fleet		
Division:	Customer and Corporate Services	Branch:	Property, Fleet Procurement and Logistics

ORGANISATIONAL CONTEXT

While considerable changes are likely to occur in the operating environment of the business, Essential Energy will remain focused on:

- Achieving the objectives set out in the State Owned Corporations Act 1989, including:
 - Operating at least as efficiently as any comparable privately owned business;
 - Maximising the value of the business to the State;
 - Operating a safe, reliable and sustainable network; and
 - Balancing commercial, social, environmental and customer expectations;
- Implementing initiatives identified under the Sustainability Program to achieve the targeted savings; and
- Fully harnessing the skills and capabilities of our people through a clear focus on leadership and cultural transformation, underpinned by our corporate values.

POSITION PURPOSE

The Inventory and Logistics Manager is responsible for managing Essential Energy's warehouse and distribution network, including regional stores, to ensure the correct stock levels at all locations are at agreed levels of service and customer satisfaction to all new and existing customers.

The position is responsible for managing and improving the inventory, materials management and purchasing processes for Essential Energy ensuring alignment with the Essential Energy's procurement and logistics framework.

KEY ACCOUNTABILITIES

- Manage the effective utilisation of existing warehousing and stores facilities across the footprint, whilst driving high utilisation of plant and minimising investment in capital assets, to ensure stock management performance parameters are met
- Reduce the cost of handling and issuing materials to ensure the optimum cost /service balance is delivered to customers
- Create improved processes for the recognition and handling of obsolete stock and the rationalisation of critical spares across stock holding locations
- Provide an emergency service to customers to ensure their materials requirements are met quickly and safely
- Lead the constant review of inventory levels to minimise stock holdings at warehouses and regional stores locations
- Manage the health, safety and environment responsibilities for the Essential Energy warehouse and regional stores facilities in accordance with Company policy and procedures
- Minimise exposure to risk and ensure business compliance with safety and environmental standards and legislation

- Lead the ongoing improvement for inventory, materials management and purchasing processes within Essential Energy
- Lead the development, implementation and review of an optimal inventory strategy to ensure the appropriate balance of service, availability and holding costs are maintained
- Lead the development and implementation of demand forecasting to optimised purchasing planning and warehouse utilisation planning in collaboration with the Demand Officer
- Lead and guide the Purchasing team to ensure an efficient and effective service is provided to internal customers whilst ensuring compliance to all internal policies and procedures
- Ensure appropriate processes are in place to manage and maintain Essential Energy's Supplier Register including performance monitoring.

ETHICS, SAFETY, EEO, ENVIRONMENT AND QUALITY

All employees within Essential Energy are required to have an awareness of, and a commitment to:

- The principles and standards set out in the Code of Conduct and of a Fair and Just Culture
- The Essential Energy values:
 1. Safety excellence
 2. Respect for people
 3. Customer and community focus
 4. Continuous improvement
 5. Act with integrity
- Workplace Health and Safety and Electrical Safety legislation, policies and procedures
- Equal Employment Opportunity
- Environmental Management Protection
- Quality Standards and Customer Service principles as relevant to their particular position and workplace.

This is in addition to the specific job details described in this document, and in conjunction with the appropriate Company policies and procedures as amended from time to time.

LEADERSHIP COMPETENCIES



Leadership is critical to our success at Essential Energy. Our Leadership Competency Framework applies to all those in leadership positions, both technical and non-technical, and to us all as we are accountable for leading our own behaviour at work.

The competency levels broadly align to our operating model levels and may vary depending on the nature of the role. Performance in your role will be assessed against the leadership competencies, which spell out the behaviours and attributes required to be successful. Use the framework to plan and guide your development and ongoing performance improvement.

Please discuss your appropriate competency level with your supervisor.

To further understand the framework and for competency level definitions, please refer to Essentialintranet - Communities > HR > Managing Performance > Leadership Behaviours.

QUALIFICATIONS

Required

- Bachelor of Business (Logistics and Supply Chain Management) or equivalent qualification and/or demonstrated capability through past employment experience and relevant qualification.

SKILLS AND EXPERIENCE

Experience

- Manager with demonstrated experience in managing and delivering warehouse and supply chain functions; inventory and purchasing optimisation; and supplier performance management
- Excellent knowledge of the legislative, regulatory, compliance and policy frameworks applied to the relevant activities
- Strong leadership capabilities and the ability to lead professional staff to successful outcomes whilst managing multiple, concurrent projects
- Strong demonstrated experience in a similar senior role.

Skills

- Strong strategic and analytical skills, business acumen and policy development skills
- Proven and effective stakeholder management skills and an ability to communicate clearly and convincingly and influence outcomes with internal and external stakeholders
- Excellent presentation and business writing skills
- Results-driven achiever with exemplary planning and organisational skills, along with a high degree of detail orientation.