



**Warning: Printed copies of this document not in an official Manual MAY NOT BE THE LATEST.
The most up-to-date version is located on the Intranet.**

JOB DESCRIPTION

APPROVALS	
Contact Manager:	Warehousing & Distribution Manager
Approved by:	Supply Chain Solutions Manager
Date:	10/01/2013

JOB DETAILS	
Job Title:	Supply Chain Officer
Reports to:	Supply Chain Team Leader
Location:	Various
Business Unit:	Network Services
Employment Type:	Award

REMUNERATION (details to be completed by Human Resources)	
Pay Range:	PP 10 -14 (move to PP 14 after completion of relevant Certificate IV)
Date last evaluated:	10/01/2013
Evaluated by:	Evaluation Committee

1. JOB PURPOSE
<p><i>In one or two paragraphs, state the main purpose of the role – use action words to define WHAT is done and WHY it is done.</i></p> <p>An integral member of the Supply Chain stream with primary responsibilities which include the management of Field Distribution Centres (both Manned and Unmanned) and replenishment of materials for Local Service Agents. This role ensures materials are delivered on time, meeting required quality standards; management of contractors loading or unloading materials on site; provision of Inventory to required levels whilst enabling customer's to meet GSL's and project time frames. Maintenance of records in accordance with audit requirements including delegations of authority is also a key responsibility of this role.</p> <p>Note - Incumbents may be required to undertake availability duties</p> <p>Pre-Employment Medical Clause: Employment will be subject to the candidate successfully completing a pre-employment medical examination (which includes hearing test, colour blindness and physical examination) and relevant drug and alcohol test, to assess fitness for work.</p>

2. KEY RESULT AREA (KRAs) & KEY RESPONSIBILITIES (KRs)	
Key Result Area	<ul style="list-style-type: none"> Clearly describes the major area of responsibility or activity, which is the focus of performance in this role. For example – “Manage Group”. Rank each KRA from 1 to 5 in order of importance and quantity of time spent on each.
Key Responsibilities	<ul style="list-style-type: none"> Are the key accountabilities / functions performed under each KRA. They describe what is to be achieved for each KRA (are not written as individual tasks), there usually three to four Key Responsibilities per Key Result Area.
Key Result Area (KRA)	Key Responsibilities (krs)
A Field Distribution Centre Management	<p>OH&S</p> <ul style="list-style-type: none"> All material movement & storage to be performed in accordance with OH & S guidelines and regulation Ensure all materials handling equipment is maintained at within required codes/regulations/standards Have knowledge of company policies & procedures in relation to storage and disposal of material which has potential to cause environmental concern Ensure adherence to EPA regulations in regard to handling, storage and transportation of hazardous good Where applicable complete all duties as Site Environmental representative Ensure Material Storage, forklift, unloading areas are safe and well maintained at all times <p>System/Process Management</p> <ul style="list-style-type: none"> Ensure all work is performed in accordance with documented procedures and work instructions Document management and completion in regards to EPA regulations and annual reporting <p>SAP Operation</p> <ul style="list-style-type: none"> Effective knowledge of the SAP Materials module to enable accurate stock control, produce reports and track material flow. Accurate data entry and retrieval from information systems and advice to customers on improved use of SAP to facilitate SCS/Customer/Project requirements Quality Management System/Quarantine Process Track and Trace i.e. IT enabled Inventory movement visibility Knowledge of and adherence to agreed processes and use of technical data reading equipment for the issue and return of suitably marked materials. Knowledge of and ability to draw reports of serialised materials to facilitate efficient and comprehensive material returns due to Non Conforming Products Communicate & discuss ideas for improvements across the group. Strong understanding and use of SWOT analysis in determining value of potential changes/improvements, plan for implementation of agreed changes and re- evaluate existing processes.

Supply Chain Field Officer

Applies to: CitiPower Pty Powercor Australia Ltd

B Inventory Management	Inventory Levels <ul style="list-style-type: none">▪ Accurately maintain Material Requirement Planning (MRP) views to reflect Local Emergency Stock (LES) and Business related targets▪ Spares - manage stock of critical items used in rectification of substation faults and maintenance▪ Job Lots - management of materials for Project and Maintenance files ensuring supply to enable successful completion of projects through strategic allocations▪ LES - maintain LES levels with ability to have contingencies in place to source critical items in the case of emergency▪ Return To Store (RTS) - monitor and manage excess materials to ensure correct costing for Projects and Maintenance files
C Customer Relationships	Strategic Projects <ul style="list-style-type: none">▪ Develops clear and regular communications to enable projects to succeed and realise their full potential and ensure customer follow up i.e. Innovative Sourcing Sourcing <ul style="list-style-type: none">▪ Have the ability to anticipate and tailor solutions to provide the best possible outcome with regards to sourcing materials and have material availability guaranteed▪ Effectively analyse within SAP to determine shortfalls of material and take action to rectify supply IFOT and follow up if necessary▪ Utilise SAP data and Networking partners to fulfil the requirements of the customer. External Sales <ul style="list-style-type: none">▪ Analyse and extract information from customer's data and transform into SAP to facilitate the supply of material to their nominated location whilst taking into account the credit limit of the customer.
D Governance	Audit <ul style="list-style-type: none">▪ Conduct external contractor visits to monitor adherence to processes and procedures in line with regulatory and company policy. Security <ul style="list-style-type: none">▪ Be vigilant in maintaining the integrity of the site and specifically your areas of responsibility and comply to process i.e. SWI Delivery <ul style="list-style-type: none">▪ Works to get the task finished on time to the correct standard and in accordance with work practices, procedures and policies, Stocktake <ul style="list-style-type: none">▪ Ensure adherence to stock check program and conduct full investigation into discrepancies using SAP interrogation and have the ability to record and deal with stock adjustments, write offs and discrepancy reports.

6. BUSINESS IMPACT

Describe how this role's performance impacts upon business results

The Supply Chain Field Officer plays an integral role of ensuring correct materials of the right quality are supplied on time, and has many aspects and responsibilities including the management of Job Lots, purchasing of non stock items and supports the rectification of faults by the provision of local emergency stocks. This impacts on many groups e.g. Resource Group, Material Co-ordinators, Schedulers, External Customers and the Supply Chain Group, helping them meet their targets.

The position also provides a (SER) role which contributes to Powercor meeting its environmental responsibilities and obligations.

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7. BUDGETARY			
Operating Budget	\$ 0	Revenue Budget	\$ 0 (Revenue through sale of scrap up to \$500k)
Capital Budget	\$ 0 (Manages Inventory up to \$7.5M in value)	Employees (FTE's)	Nil
Number of Direct Reports	Nil		

8. CHALLENGES IN ROLE
<p><i>List the major challenges the role would face in meeting the Key Responsibilities</i></p> <ul style="list-style-type: none">• Accurate and timely supply of service to meet customer expectations• A number of customers demanding items as a priority at the same time• Difficulty in obtaining goods from suppliers and lack of adequate notice given• Allocating items from other job lots to meet immediate needs• Coordinating and arranging for supplies to be delivered and unloaded at unmanned Distribution Centres or Service Agent locations.• Compliance to Work Instructions, Procedures and Processes.• Maintaining understanding of SAP process.• Co-ordination of Supply Chain including contractors, warehouse, and logistics.• Managing expectations of customer whose requests are outside normal processes.• Liaison between customer groups to ensure best outcome for the business.• Show initiative and lateral thinking in resolving issues.

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9. PRE-REQUISITIES

- Define the minimum educational qualification level required for the role:
(for example – Advanced Diploma of Electrical Power Systems for a Technical Officer role)
- Define the specialised training required to perform this role:
(for example – SAP Payroll Training for a Payroll Officer role)

Current Forklift License. Crane Drivers Certificate if appropriate to work location, Dogman.
- Define the work experience required to perform this job.
(for example – previous work experience as a personal assistant / secretary for an Executive Secretary role)

Computer literacy – the ability to use and operate a computer competently with SAP as the base platform

10. JOB KNOW-HOW

Define the depth and breadth of job related know-how required to perform the role.

- Materials Management and the Sales and Distribution Module of SAP
- Detailed knowledge of the purchasing and procurement policy and associated procedures
- Systematic capabilities using SAP, Word, Excel and other data bases
- Knowledge of PCA's environmental policy and procedures

11. RESOURCE SUPPORT

List the policies, procedures, systems, precedents or other employees (both internal & external) available to provide direction/guidance/information to assist the role in meeting the KR's.

- SAP training provided and work instructions using myConnect
- Supply Chain procedures available
- Supply Chain Team Leader or Warehousing and Distribution Manager - for management and supply chain issues, advice and guidance
- Procurement Officer PCS – purchasing of specialised materials and stocks and for guidance and direction
- PCA Environmental Officer – advice and direction on environmental issues
- Reference to the Technical standards using myConnect
- Liaise with the Resource group with regard the correct type of material required

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12. JOB RELATED COMPETENCIES

Rank the Five critical job related competencies required to ensure that all the Key Responsibilities are achieved. Refer to the Intranet for the list of Job Related Competencies and their appropriate performance standard levels.

Competency Name	Level	Performance Standard
A. FDC Operations	2	<ul style="list-style-type: none">i Reviews stock levels to ensure customer service levels are metii Efficiently purchases and issues materials for customer requestsiii Accurately and promptly receipts materials from suppliers and customer generated returnsiv Performs inventory stock checks to maintain accurate stock recordsv Utilises storage and manual handling equipment safely and in accordance with manual handling equipment license requirementsvi Provides timely and effective material supply advicevii Maintains accurate physical and computer based filing and recordsviii Efficiently prepares materials for transport or salvage.
B. Computer Use	2	<ul style="list-style-type: none">i Enters, changes and retrieves information from company and external databases accurately, in a timely manner and maintains data integrityii Effectively applies software packages to create, format and edit information Applicable to software packages such as Microsoft Word, Excel, Power Point, Access, Project, Outlook, Internet Exploreriii Applicable to databases such as SAP, CIS, Austra Clear, Deskbank, Quantum.
C. Planning & Implementing	2	<ul style="list-style-type: none">i Establishes goals and objectives for a project or teamii Produces a plan and detailed schedule to meet these goalsiii Identifies resources required to deliver the planiv Monitors and revises plan to maximise opportunities and address obstacles.
D. Innovation & Problem Solving	2	<ul style="list-style-type: none">i Consults a wide range of information sourcesii Breaks down situations into manageable parts and sees basic and more obvious relationshipsiii Prioritises different components.
E. Gaining Ownership	2	<ul style="list-style-type: none">i Thinks through the best way to present information and tailors approach accordinglyii Stimulates interest in others about an idea, concept, product or service being offerediii Adapts approach or viewpoint as a result of feedback.

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F. Inventory Management	2	<p>I Accurately establishes MRP views in SAP for new items of distribution material in a timely manner</p> <p>ii Reviews and amends correctly inventory parameters for stocked items</p> <p>iii Manages the phase in and phase out of new or superseded items to minimise total changeover costs</p> <p>Iv Identifies non-moving items and phasing out of non-required items in a timely and efficient manner</p> <p>V Produces accurate and regular SAP inventory and service level reports</p>
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13. CORE VALUES & BEHAVIOURS

All Employees are required to display these three key values and behaviours in working towards both their Corporate and individual targets

Behaving Ethically, with Integrity & Respect	Acts with integrity, and maintains high ethical and personal standards in dealings with others
Self Management & Learning	Taking responsibility and accountability for own behaviour, performance and development
Living the Values	Aligning behaviours, decisions and actions with the CitiPower / Powercor Core Values and Behaviours and related Business guidelines and standards

In addition to the above, **all employees in a leadership or specialist management role** are required to display these seven key leadership values and behaviours:

Leading Change, Innovation & Continuous Improvement	Committed to excellence and innovation in all that we do. Contributes to and supports change and all opportunities to continually improve the business' services, work processes and results.
Leading Team Performance	Motivating and coaching people to deliver superior results
Strategic Effectiveness	Developing and communicating rigorous and creative business strategies that drive sustainable value for CitiPower / Powercor
Inspiring Vision and Direction	Conveys organisational vision, strategies and values to the team and works to agreement on action to be taken
Commercial Imperative	Applying commercial rigour and discipline to all business decisions and customer relationships. Identifies ways of leveraging off as well as protecting business value
Developing & Coaching Others	Recognises and reinforces the importance of developing employees at all levels. Develops and coaches team members to meet work requirements, and seeks opportunities to realise individual's career potential, as appropriate. Understands the importance of effective Succession Planning and sharing of talent across the business
Engaging and Enabling Others	Takes action to support, engage and enable others, including seeking to involve others in decisions that affect them. Achieves results through others by providing support and effective delegation

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