



POSITION DESCRIPTION

Position Title:	Production and Supply Planning Analyst
Cluster / Business Unit / Division	Nuclear Operations & Nuclear Medicine/Nuclear Medicine
Section or Unit:	Planning and Scheduling
Classification:	Band 5
Position Description Number:	PD-2041
STEMM/NON-STEMM:	NON-STEMM
Work Contract Type:	Professional

POSITION PURPOSE

The Production and Supply Planning Analyst plays a pivotal role in the end-to-end supply planning process within Nuclear Medicine and OPAL. The position is responsible for developing both short term (daily/weekly) as well as long term (24 month rolling) production plans that are achievable, capacity aligned and meet agreed S&OP demand requirements to optimise customer service levels. The role also involves regular performance analysis – daily, weekly and monthly – to assess supply outcomes, identify issues and drive corrective actions and continuous improvement initiatives. The role reports to the Supply Planning Manager and collaborates within a cross-functional team.

ORGANISATIONAL ENVIRONMENT

ANSTO is a leading global nuclear science and technology organisation delivering world-class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

The Nuclear Medicine and Commercial Business group applies nuclear expertise to deliver high value products and services to Government, community, academia, industry and into ANSTO. Through innovation and excellence, the team generates revenue that supports and enhances ANSTO's growth and capacity to provide greater benefits to society.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- This position is responsible for developing the Production Schedule for a specific portfolio within Nuclear Medicine and takes full ownership of the S&OP (sales and operational planning) process, ensuring strong stakeholder collaboration and alignment.
 - **Balance short to mid-term supply plan (0-2 months):** Ensure short to mid-term customer demand is met on time/in full and proactively identifies, communicates and proposes solutions to mitigate supply risks, through the weekly S&OP process.
 - **Balance long-term supply plan (2-24 months):** Executes rough cut capacity planning (RCCP) to align with long-term customer demand and identifies and addresses potential supply risks with appropriate mitigation strategies.
 - **Master Data Management:** Maintains accurate and consistent master data across SAP ECC, APO (PPDS) and SAP-IBP systems
 - **Reporting & Analytics:** Defines, tracks and analyses key performance indicators (KPIs) such as adherence to plan (ATP) and Delivery in Full on Time (DIFOT) providing insights to drive corrective actions and performance improvements

- **Continuous Improvement:** Actively challenges existing processes to identify opportunities for improvement, including documentation and standardisation, elimination of task duplication, centralisation of information and process automation
- Develop and maintain short-term master production schedules for a designated portfolio, effectively managing volatility caused by forecast uncertainty and capacity constraints (e.g. irradiations per day, shared labour and machinery resources across business units, conflicting priorities, and shutdowns). Production and Supply Planning Analyst must ensure timely updates to the schedule to avoid business disruption.
- Build and maintain strong partnerships with key stakeholders (i.e. production, logistics, OPAL utilisation team, and inventory) to ensure successful execution of plans.
- Proactively identify, communicate and resolve potential stock shortages resulting from supply and demand imbalances.
- Manage import planning activities during production shutdown periods to ensure continuity of supply
- Lead and actively participate in daily, weekly and monthly S&OP meetings
- Collaborate closely with Demand Planning to understand and respond to customer requirements
- Define, measure and analyse key supply chain metrics (e.g. ATP, DIF, DOT and DIFOT, SLOBS, Inventory % Revenue) to assess performance and initiate corrective actions.
- Drive improvement initiatives by validating and analysing data to generate insights and recommendations. Focus areas include lead-time reductions, cost savings, service level improvement, lean process implementation and automation.
- Apply structured problem-solving methodologies such as Root cause problem solving (RCPs) and 5 WHYS to resolve issues effectively
- Monitor and follow up on orders (planning, processing, purchasing, stock transfers etc.), addressing and resolving any issues promptly
- Use SAP ECC, APO, SAP-IBP and PPDS (production planning and detailed scheduling) for all aspects of planning, scheduling and manufactured stock control
- Support the material requirements planning (MRP) process to ensure accurate and timely material availability
- Perform additional duties as required, including coverage during staff leave within the planning team
- Actively sponsor and participate in cross-functional projects to support strategic objectives

Decision Making

- The position is fully accountable for the accuracy, integrity and quality of advice provided to the planning and production teams. While decisions should be based on sound evidence, the role may require effective judgement under pressure or in situations where information is incomplete or expert advice is unavailable.
- The position is responsible for resolving moderately complex problems, where data analysis involves identifying obscure or undefined factors. Decisions made in this context have a significant impact on business performance
- 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

- Complexity due to the range of products and their associated production methods.
- A unique challenge with irradiated products is their radioactive decay over time, which significantly impacts production scheduling and requires careful planning.
- Complexity around organisational structure, and difficulties in influencing across organisational areas with competing priorities.
- Operations are subject to strict constraints due to ANSTO's status as a highly regulated organisation.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Supply Planning Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Recommend and gain endorsement for plans and goals and other initiatives
Planning 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 • Collaborate and share accountability • Negotiate and resolve conflicts • Provide coverage during periods of leave/absence
Customer Supply Chain	<ul style="list-style-type: none"> • Work collaboratively to understand customer requirements
Commercial Products and Services Team	<ul style="list-style-type: none"> • Provide advice and analysis as required
Production departments - OPAL Reactor, Nuclear Medicine, Maintenance.	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters
IBP team	<ul style="list-style-type: none"> • Provide reporting inputs to the IBP cycle
External	
Nil	

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Supply Planning Manager
Direct Reports	Nil
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights
Travel:	May be required to 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)
Radiation areas:	Rarely required (not in a regular basis) to work in radiation areas i.e for induction or training purposes only
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
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	<p>All Workers</p> <p>Officer (definitions found in appendix 1 of AG-2362)</p> <p>Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties</p>

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Bachelor's degree qualification or equivalent experience in Production, Supply Chain or relevant discipline.
2. Demonstrated experience in production/supply planning with good understanding of end-to-end Supply Chain processes (Logistics, Procurement, Customer Service, etc) and S&OP/IBP processes.
3. Strong ERP software knowledge and experience, ideally SAP (ECC, APO – PPDS & IBP).
4. Advanced Excel skills with demonstrated experience analysing large databases.
5. Strong attention to detail while maintaining a strategic perspective, with the ability to seamlessly shift between high-level planning and operational execution
6. Excellent written and verbal communication skills, with the ability to present complex data in clear, concise reports and presentations that support informed decision-making by management
7. Strong influencing and negotiation skills across all levels of the organisation.
8. Action and results oriented, focused on priorities and the ability to make sound judgements to deliver results.

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:	Bianca Gross	Name:	Ian Martin
Title:	Supply Planning Manager	Title:	General Manager, Nuclear Medicine
Signature:		Signature:	
Date:		Date:	