

Position Description

POSITION TITLE:	Supply Chain & Production Planner
DEPARTMENT:	Cultivate Food & Beverage
RESPONSIBLE TO:	Head of Operations
DIRECT REPORTS:	None
INDUSTRIAL INSTRUMENT:	Award Free
CLASSIFICATION	N/A
LOCATION:	Brooklyn Park, Lobethal, Panorama, Salisbury
<input checked="" type="checkbox"/> National Police Check <input type="checkbox"/> NDIS Worker Screening Check	
<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Driver's Licence <input checked="" type="checkbox"/> Medical	
<input checked="" type="checkbox"/> COVID-19 vaccination status	

Cultivate food & Beverage is a Social Enterprise firmly set in the fabric of food and Beverage manufacture in South Australia. Cultivate endeavours to deliver products created with care for customers who are focussed on maximising their efforts towards positive social impact. We take pride in our efforts to strive for best-in-class implementation of environmental sustainability practise, not only looking to improve the lives of others but also the environment that we live and work in.

Our purpose is to deliver quality food and beverage products while scaling social impact. Catering to the needs of our clients starts with a state-of-the-art facility. Then we add our most important ingredient — the people who work in it. At Cultivate, we recruit budding chefs, bakers, food & beverage production workers and instil in them a pinch of purpose, a dash of pride and more than a splash of passion. That's our recipe for success.

POSITION SUMMARY

The Supply Chain/Production Planner is responsible for coordinating and optimizing the flow of materials, information, and finances as products move from supplier to manufacturer to distribution to consumer. This role is critical in ensuring efficient manufacturing operations, minimizing costs, and meeting customer demands.

This position reports to the /Head of Operations and may involve supervising junior planners or analysts.

KEY RESPONSIBILITIES

- Demand Forecasting:
 - Analyse historical sales data, market trends, and customer forecasts.
 - Develop and maintain statistical forecasting models.
 - Collaborate with sales and marketing teams to incorporate promotional activities into forecasts.

2. Inventory Management:

- Optimize inventory levels to balance cost and service levels.
- Monitor stock levels and reorder points.
- Implement and maintain inventory control systems.

3. Material Resource Planning (MRP):

- Plan and schedule production based on demand forecasts and available resources.
- Coordinate with suppliers to ensure timely delivery of raw materials.
- Optimize production schedules to maximize efficiency and minimize downtime.

4. Bill of Materials (BOM) Management:

- Maintain accurate and up to date BOMs for all products.
- Collaborate with engineering and product development teams on BOM changes.
- Ensure BOMs accurately reflect current manufacturing processes and material requirements.

5. Supply Chain Optimization:

- Identify and implement process improvements in the supply chain.
- Analyse and report on key performance indicators (KPIs)
- Collaborate with other departments to align supply chain activities with overall business objectives.

6. Vendor Management:

- Evaluate and select suppliers based on cost, quality, and reliability.
- Negotiate contracts and terms with suppliers.
- Maintain strong relationships with key vendors.

7. Risk Management:

- Identify potential supply chain risks and develop mitigation strategies.
- Monitor global events that may impact the supply chain.
- Develop and maintain contingency plans for supply disruption.

SKILLS/ATTRIBUTES

Personal Attributes

- Operate with Authenticity and aim to always engage positively to ensure best possible outcomes. • Driven by success and enjoy the opportunity to mentor and engage with operational teams.
- Demonstrated ability to work autonomously with a high degree of motivation, energy, initiative, and commitment, with the capacity to deal with multiple and often conflicting priorities.
- Be inquisitive and look to understand process from all angles regardless of the service stream.
- Able to communicate effectively across all levels of the Social Enterprise group inclusive of external stakeholders.
- Able to work effectively with people from diverse national, cultural, linguistic, and religious/spiritual backgrounds and to deal with sensitive issues in a manner that is respectful of people's individual dignity, cultural values, and religious beliefs.

Required Skills & Qualities:

- Certificate IV in Supply Chain Management, Operations Management, Business Administration, or related field
- 3-5 years of experience in supply chain planning or related role

- Proficiency in ERP systems and advanced Excel skills
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Knowledge of lean manufacturing principles and Six Sigma methodologies (preferred)

Desirable Skills & Qualities

- Certification in supply chain management (e.g., APICS CSCP or CPIM).
- Degree level qualification in Supply Chain Management, Operations Management, Business Administration, or related field

CORPORATE RESPONSIBILITIES

In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards) and:

- behave in a manner that is consistent with Bedford’s mission, vision, and values
- comply with Bedford policies and procedures as amended from time to time, including the *Code of Conduct*,
- acquire and maintain Work Health and Safety knowledge relevant to your position,
- participate in any performance or professional development process as required,
- participate in mandatory training as relevant to your role, and as required by Bedford

OTHER RELEVANT INFORMATION

Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the position of Manager – Bakery Operations & Logistics.

[NAME]

Signed _____

Date _____