

# Position Description



Position Title	<b>Supply Chain and Inventory Senior Specialist</b>
Position No	00080837
Delegation Level	005
Job Designation	Manager
Organisational Unit	Supply Chain Transformation Supply Chain and Corporate Services
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	SM Supply Chain Transformation

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together  
Treat others with respect - We appreciate everyone's contributions and differences  
Empower our people - We have confidence in our people  
Act Safely - We work safe, to go home safe  
Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

To provide strategic leadership in supply chain and inventory management, ensuring effective governance, optimising inventory related activities, and driving continuous improvement, efficiency and support.

## Position Responsibilities

1. Work closely with the business and Centre of Excellence in the development of robust inventory governance frameworks and management models to create efficiencies across the whole supply chain, ensure accuracy, compliance, and value for money outcomes for the organisation.
2. Liaise and work closely with the Lines of Business Leaders to develop a robust inventory governance model that includes performance measures and target outcomes which delivers visibility across the inventory lifecycle.
3. Ensure the development and reporting of measures, benchmarks and scorecards to be used for continuous improvement and accountable for meeting Inventory KPIs.
4. Support Senior Management in defining standards and accountabilities for inventory controls and quality to assure inventory transaction integrity.
5. Lead and develop strategies and training that support the uplift of supply chain and inventory management capabilities, promoting a culture of continuous learning and improvement.
6. Manage governance and assurance activities, and proactively identify and assess risks, developing and implementing appropriate mitigations and controls to ensure business continuity and resilience.
7. Liaise and build relationship with key Inventory stakeholders across Queensland Rail to ensure Planning, Continuous improvement changes, and Process are approached consistently and in accordance with

# Position Description



relevant processes and policies.

## **Additional Factors**

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

## **What is the key selection criteria**

1. Extensive knowledge of in-bound supply chain management and inventory optimisation.
2. High level of skill in developing and implementing best practice in-bound supply chain management, Supply & Operations Planning frameworks, governance and Methodologies.
3. Extensive knowledge of continuous improvement methodologies, with experience in implementing demand-driven process enhancements in supply chain and inventory management.
4. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and partnerships.
5. High level of skill in interpreting, analysing and applying data to solve complex problems and make decisions.
6. Substantial knowledge of Quality Assurance principles applicable to material supply chain co-ordination.
7. Substantial level of skill in providing training and support, enhancing capabilities relevant to supply chain and inventory management.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

### **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.