

Position Description



Position Title	Inventory Planner
Position No	00072972
Delegation Level	007
Job Designation	Inventory Planner
Organisational Unit	Inventory Planning
	SEQ Assets
Work Centre	Geebung
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Inventory Planning Manager

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

Manage and plan material requirements for Queensland Rail's Project and Maintenance activities by optimising stock levels to ensure stock availability for planned and unplanned maintenance, projects, overhauls and modifications.

Position Responsibilities

1. Co-ordinate with Management, Project Managers, Maintenance Group Leaders, Planners and Engineering support to determine the short and long term materials and component demand required to effectively support the maintenance of above and below rail assets and ensure requirements are reflected as demand in SAP. Work with these teams to ensure that materials and components are supplied to the sites where they are required within the agreed delivery times.
2. Utilise SAP MRP system to analyse material requirements, set safety stock levels, lead times and release planned orders accordingly.
3. Oversee management of rotatable materials including tracking of serial numbers, management of stock at vendor, sub contract purchase orders and refurbishment work orders.
4. Analyse MRP exception reports, investigating and reporting on potential stock shortages.
5. Liaise with Suppliers in management of open purchase orders and blocked invoice reports.
6. Analyse slow moving and dead stock reports, liaise with Engineering to identify and treat obsolete or superseded stock.
7. Liaise with Engineering and Cataloguing sections in creation and adjustment of material masters.
8. Provide support and direction to Maintenance and project teams where required.

Position Description



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;
- Travel, as required, mostly within Queensland;
- Attend training, safety committee meetings as required or necessary.

What is the key selection criteria

1. High level of skill in materials requirement planning strategy, process and policy.
2. Extensive skills in the use of Queensland Rail Sap system for the management of inventory.
3. Substantial knowledge of corporate procurement standards and purchasing methods to control inventory and consumables within a maintenance environment.
4. Substantial interpersonal, oral and written communication skills.
5. Substantial skills in warehouse management and logistics.
6. Sound knowledge of the Safety and Environment Management System and its application in the workplace.
7. 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.