

**Position Classification:** Functional/Department Management

**Responsible for:** Strategic and operational leadership across Strategic Sourcing/Purchasing, Product Development, Demand Planning, and Integrated Business Planning (IBP). This role is critical in driving supply chain resilience, sustainability initiatives, and the digital transformation of supply chain operations.

**Leadership/Business influence:** Provide strategic leadership and guidance to departmental staff, exercising functional control over the selection, training, evaluation, and development of the team. Prepare long and short-range strategic plans to attain both departmental and broader enterprise objectives.

**Reports to:** Operations Manager

**Supervises:** Product Development, Purchasing, Production Scheduling, Demand Planning

### Main Functions and Activities

#### Strategic Supplier Relationship Management & Sourcing

- **Strategic Sourcing:** Establish control and direction of the purchasing function, investigating local, national, and international sources of supply with a focus on building a resilient and agile supply base.
- **Supplier Partnerships:** Transition from transactional purchasing to strategic Supplier Relationship Management (SRM). Partner with key suppliers to drive joint innovation, continuous improvement, and long-term value creation.
- **Procurement & Negotiation:** Conduct major contract negotiations as the company representative. Ensure materials, services, and contracts are procured to specified requirements (quantity, quality, and sustainable standards) on the due date and at optimal total cost of ownership.

#### Integrated Business Planning (IBP) & Scheduling

- **Integrated Planning:** Evolve traditional Sales and Operations Planning into Integrated Business Planning (IBP), ensuring supply chain strategies are deeply aligned with financial targets, marketing, and sales forecasts to maximise profitability.
- **Production & Scheduling Management:** Develop, implement, and review production plans to ensure operational targets are achieved. Manage scheduling to optimum levels considering the seasonal nature of the wine industry, production processes, and stock levels.
- **Resource Optimisation:** Determine and ensure the correct quantity of goods, services, materials, and staffing are available. Control load factors for the highly effective and efficient

use of labor and materials.

### Inventory Optimisation & Product Management

- **Resilient Inventory Management:** Establish and manage inventory control procedures leveraging advanced analytics and ERP systems to ensure maximum cost efficiency, minimise stockouts, and build buffers against supply chain shocks.
- **Sustainable New Product Development (NPD):** Coordinate operational functions to facilitate the introduction of new products or specification changes, actively collaborating on sustainable packaging and design initiatives.
- **Continuous Improvement:** Review production efficiency, establish production level records against plans, and provide proactive solutions to optimise production flow.

### Supply Chain Resilience & Digital Transformation

- **Digital Leadership:** Champion the adoption and optimisation of digital supply chain tools (including ERP systems like QAD) and utilize data analytics to improve demand forecasting and operational visibility.
- **Risk Mitigation:** Proactively identify vulnerabilities within the supply chain and develop multi-sourcing strategies and contingency plans to handle market or geopolitical disruptions.
- **Performance Tracking:** Report monthly on departmental activities and modern supply chain metrics (e.g., supplier performance, inventory turnover, cost-to-serve, and sustainability targets).

### Work Health and Safety (WHS) & Corporate Governance

- **Compliance & ESG Leadership:** Ensure full compliance with Legislative requirements and actively drive the company's ESG policy, particularly regarding sustainable sourcing and reducing the supply chain carbon footprint. Maintain currency with current "Law" and Risk Management principles.
- **Risk Management:** Implement and maintain robust systems of control to minimise business risk exposure. Maintain all Risk Management Documentation in IRMS (e.g., Approved Suppliers, Raw Materials, Contracts).
- **Incident Management:** Drive Incident Reporting and subsequent Investigations. Attend all Medical Treatment Injury Visits with Direct Reports and instigate Return to Work Programs with Injured Staff as soon as is practical.
- **Change Management:** Follow the principles of Change Management and demonstrate the use of the NCR (Non-Conformance Report) process, providing evidence of subsequent Continuous Improvement Activities.

**Internal contacts:** Wine Production Manager, Finished Wine and Packaging Manager, Warehouse and Distribution Manager, Export Manager, QA Manager, Engineering Manager, WHS Manager, Winemaking and other site operational staff. Sales managers

**External contacts:** Suppliers, customers and compliance organisations.

## Essential Capabilities and Experience

- Preferred relevant tertiary degree or a minimum of 5 years in Supply Chain, Planning and Logistics or associated profession.
- 5 to 7 years planning/purchasing experience.
- Relevant production/material management qualifications
- Sound administrative and negotiation skills.
- Budgeting and forecasting skills.
- People management and development skills.
- Data processing skills alongside strong systems knowledge and experience.

Incumbent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_