



Position:	Supply Chain Team Leader
Contract Type:	Permanent
Employment Type:	Full time
Location:	Adelaide, South Australia
Department:	Land
Business Unit:	Asset Management
Reports to:	National Supply Chain Manager - Land
Direct Reports:	2

1. Job Purpose

The Supply Chain Team Leader is responsible for all aspects of the Land supply chain, associated with Inventory, Logistics, Supplier Creation and ERP continuous improvement. The Supply Chain Team Leader will assist the National Supply Chain manager in projects where necessary and assume acting leadership of the overall team when required.

2. Responsibilities

- 2.1. Back up for National Supply Chain Manager - Land.
 - 2.2. Support with team management when new bids require support from the National Supply Chain Manager.
 - 2.3. Negotiate terms and conditions for Sub-Contracts
 - 2.4. To become a key user in the Supply Chain Domains of the Babcock ERP and client system
 - 2.5. Build our part nomenclature process across land contracts
 - 2.6. Full Inventory Ownership for all applicable contracts
 - 2.7. Support on all new projects and provide leadership where applicable
 - 2.8. Business management system process audit and review
 - 2.9. Lead a team to cover the land business requirements for analytics and supplier due diligence and reporting.
 - 2.10. Build the implementation tool kit for Supply Chain
 - 2.11. Ensure sufficient resources are applied to SCM activities.
 - 2.12. Ensure on time reporting is adhered to for all required clients within the land business;
 - 2.13. Own the stock take procedure for applicable land contracts.
 - 2.14. Improve efficiency through the identification and implementation of continuous improvement initiatives as per internal processes
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3. Qualifications

- 3.1. Tertiary qualifications in Supply Chain and/ or Logistics, engineering or other applicable technical fields or suitable experience that provides similar competencies.
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4. Skills & Competencies

4.1. Essential

- 4.1.1. Minimum 3 years of experience in a professional supply chain environment
- 4.1.2. Strong computing skills
- 4.1.3. Inventory and Warehousing experience
- 4.1.4. Supplier/subcontract contract negotiation experience
- 4.1.5. Procurement experience
- 4.1.6. Strong communication and interpersonal skills with the ability to effectively interact at all levels of the business
- 4.1.7. Ability to consistently deliver a high level of customer service
- 4.1.8. Ability to manage competing priorities and manage workload effectively
- 4.1.9. Work effectively as part of a team
- 4.1.10. Strong organisational and administrative skills; and
- 4.1.11. Strong attention to detail.
- 4.1.12. Leadership experience

4.2. Desirable

- 4.2.1. Previous experience working within the Australian Defence Supply Chain
- 4.2.2. Business systems knowledge

5. Mandatory Training Requirements

Training Type	Frequency
HSE Induction	On Induction
Roles and Responsibilities for Employees (Internal)	As-needs basis
Manual Handling and Ergonomics	As-needs basis
Big Learn: Anti-Bribery & Corruption Training	On Induction
Big Learn: Cyber Security Awareness Training	On Induction
Discrimination & Harassment Awareness	Annually
Security Awareness	Annually

6. Our Guiding Principles – Being Babcock

- 6.1. Build great relationships based on trust
- 6.2. Respect people and value their diversity
- 6.3. Always strive to deliver
- 6.4. Challenge ourselves and each other
- 6.5. Safeguard Customers reputations

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- 6.6. Thrive on complexity
- 6.7. Trust our people to deliver
- 6.8. Never compromise on health and safety
- 6.9. Trust our people to deliver
- 6.10. Never compromise on health and safety

7. Health, Safety & Environment


- 7.1. Contribute to a safe working environment by:
- 7.1.1. Taking care to protect his or her personal health and safety at work;
 - 7.1.2. Not adversely affecting the health and safety of others in the workplace;
 - 7.1.3. Identifying hazards in the workplace, and rectifying them where possible;
 - 7.1.4. Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and
 - 7.1.5. Complying with all relevant HSE policies and procedures.

8. Other Requirements

- 8.1. There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation;
- 8.2. Must operate in accordance with the Babcock Financial Delegations of Authority;
- 8.3. Security Clearance N/A Baseline NV1
- 8.4. Interstate travel required Yes No
- 8.5. International travel required Yes No
- 8.6. Access to protected US Defence Technology & Information Yes No

9. Sign Off

I acknowledge that the contents of this Position Description have been discussed and mutually agreed upon.

Document Authorised by Department Head	
Name:	Andrew Romano
Signature:	
	Date: 14/10/2019

Employee Acknowledgment	
Name:	Click here to enter text.
Signature:	Date: Click here to enter a date.