

POSITION DESCRIPTION

Position	Supply Chain Planner
Report to	National Delivery Manager
Direct Reports	Nil
Business Unit	Construction
Location	Otago or Canterbury

POSITION SCOPE AND PURPOSE

To provide and drive performance across our regional supply chain network by using data-driven insights, you'll identify opportunities, plan proactively, and implement practical solutions to optimise production, and logistics utilisation across Calder Stewart business units and regions.

KEY RESPONSIBILITIES

Health, Safety & Environmental requirements are addressed in all operations and project planning

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company HSE policies.
- Throughout the workday HSE practice is observed and action taken if practices are unsafe.
- Effectively contributes to the implementation of HSE policies and procedures.
- Complies with HSE policies, procedures and guidelines.
- Reports all H&S and Environmental risks and incidents.
- Completes HSE Risk Identification and Assessments.
- Participates and engage with the organisation's Management System.
- Collaborates and implement Improvement suggestions in your area of responsibility.
- Participates in emergency response training and practice drills.
- Participates in HSE Meeting where required.

Collection of Load Information and Calder Stewart Operations Business Requirements including Plant, ReoXpress, Precast, Steel and Construction

Develop Logistics Plans

- Participates in Staff Meetings if requested.
- Uses authority to stop any unsafe act.
- Liaise with internal stakeholders and external suppliers to collect and verify their delivery requirements.
- Provide the correct description of deliveries to enable the transport team to allocate the correct resource.
- Develop 4-6 week rolling look-ahead plan to forecast and communicate future logistics requirements.
- Facilitate and assist with high-level transportation planning and load allocations for high priority requests.
- Coordinate with the Transport Manager to develop 1-2 week detailed logistics plan as information is firmed up and confidence is obtained from stakeholders.
- Plans are logical, efficient and meet stakeholder needs.
- Meet with Transport Manager weekly to lockdown week-ahead deliveries and potential contingencies for possible changes due to events such as weather
- Communication of plan to stakeholders and handover plan to Transportation to execute.

Maintain and Manage Logistic Plan

- Monitor the progress of the locked down logistics plan. Provide assistance where/when needed to solve problems or initiate contingencies when delays are encountered.
- Obtain and act on feedback from internal and external stakeholders.

Provide Reporting and Analysis

- Enable insight of plan vs actual deliveries explaining variances and potential root causes.
- Support site teams with logistical problem-solving and resource allocation.

Operational excellence is achieved within Calder Stewart Operations and logistics function

- Identify and initiate actions to mitigate future problems or provide improvements.
- Guide, train and support staff to better plan and request deliveries.
- Facilitate early programme dates and operational requirements for internal business units.
- Develop and implement logistics strategies for our construction sites.

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- Transport Operations Manager
- National Delivery Manager
- Plant Manager
- Construction Site Managers and Foremen
- Project Coordinators
- Project Managers
- Construction Managers
- Manufacturing Dispatch team
- Plant Fleet Coordinator
- Procurement Team
- Detailers
- Administration staff

External

- Suppliers
- Supplier Freight Companies (infrequent)

PERSON SPECIFICATIONS

Essential

- Proven experience in logistics management within the construction or infrastructure sector.
- Strong understanding of supply chain principles and construction site operations.
- Excellent organizational and communication skills.
- Proficiency in logistics software and project management tools.
- Valid driver's license
- A commitment to providing quality customer service
- Sound ability to follow both verbal and written instructions
- Maintains confidentiality in the handling of all company information
- Remains calm in pressure situations
- Adaptable and flexible to the demands of the role
- Capable and enthusiastic team player
- Professional attitude at all times
- Proven organisational and time management skills, including the ability to manage conflicting priorities
- Strong communication skills, written, verbal and non-verbal.

Desirable

- Previous work experience in the Construction industry advantageous
- Strategic thinking and planning
- Problem-solving and decision-making
- Attention to detail and time management
- Leadership and team collaboration
- Adaptability in a fast-paced environment

Our purpose and vision

Driven by a common purpose

Our purpose

To Build a Strong Future – for our people, our customers and the communities we live and work in.



Our vision

To be New Zealand's property and build partner of choice.

Our values

Built on collaboration

We have generations of proven experience on our team and we're driven by a common set of values in 'Find a Way', 'Play Fair', 'Be Loyal' and 'Own It'.

FIND A WAY.

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future.

PLAY FAIR.

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate.

BE LOYAL.

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers.

OWN IT.

We take ownership of our wellbeing, our work and the work of our team.