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| **Title:** | Supply Chain Manager |
| **Position Number:** | 1316 |
| **Classification:** | Level 4 Zone A |
| **Group:** | Infrastructure Services Group |
| **Reports to:** | Team Leader Supply Chain & Logistics |

# Position overview

The Supply Chain Manager role is part of the Infrastructure Reliability & Performance Branch within the Infrastructure Services Group. The Branch is committed to driving operational excellence and sustainable outcomes through continuous asset health management, Supply Chain Management, Fleet and Facility Management and Process Optimisation.

**This role has primary responsibility for leading a small team to drive efficient and cost-effective flow of goods and materials across Mitchell, Lower Molonglo primary stores and the Mount Stromlo, Googong, Uriarra, and Fyshwick satellite stores. This role leads the development and execution of supply chain strategies, oversee procurement, logistics, inventory management, and ensure compliance with regulations and business outcomes. The role includes managing supplier relationships and monitoring performance through KPIs.**

Icon Water Limited (Icon Water) is an unlisted public company that is wholly owned by the ACT Government. Icon Water:

* manages over $2b of water and wastewater assets with $300m annual revenue;
* holds a 50% interest in ActewAGL Distribution which owns over $1.4b of electricity and gas distributions networks; and
* holds a 50% interest in ActewAGL Retail which holds a majority market share in the ACT electricity and gas retail market with a turnover of over $600 million.

Icon Water’s voting shareholders are the Chief Minister of the ACT and the Minister for the Environment and Heritage. Icon Water has corporate reporting and compliance obligations under *the Territory-owned Corporations Act 1990* and Corporations Law.

In addition to legislation relating to all management roles, you are responsible for specific outcomes required by legislation governing the supply of water and sewerage services including the *Utilities Act 2000*, *Water Resources Act 2007*, *Environment Protection Act 1997*, *Water and Sewerage Act 2000* and the *Public Health Act* 1997.

Your duty to your employer includes an obligation to carry out your work in a way that does not put Icon Water in breach of any legislative or regulatory obligations. Icon Water will have responsibility to provide suitable training and to make you aware of the legal obligations relevant to your work.

Under Icon Water’s Integrated Management System, you are required to participate fully in, and lead for your own area of responsibility, all aspects of health, safety and environmental management, including risk assessment, hazard identification and control and incident reporting.

# Group overview

The **Infrastructure Services Group** are responsible for the safe and effective ongoing operation and maintenance of the water and sewerage network providing services to Canberra and the ACT region. The Group is structured in a way to provide end to end water and sewer asset solutions. The Group is responsible for asset and growth strategy, portfolio, program and project development and planning, network and plant operations and maintenance, water and sewer capital works delivery, water and sewer asset reliability and performance, and technical engineering and standards development and maintenance.

# Key responsibilities

* Lead and mentor the supply chain team, fostering a culture of continuous improvement and professional growth.
* Develop and implement supply chain strategies aligned with business outcomes to ensure operational efficiency and cost-effectiveness.
* Lead procurement, logistics, inventory management, and distribution processes to ensure seamless supply chain operations.
* Develop and maintain strong relationships with suppliers and vendors, negotiating favourable terms and monitoring their performance.
* Establish key performance indicators (KPIs) and monitor the supply chain’s effectiveness, making data-driven decisions to improve productivity and reduce costs.
* Manage the supply chain budget, including cost analysis, forecasting, and identifying opportunities for savings.
* Implement and utilise supply chain management software and tools to automate and enhance operations.
* Collaborate with key stakeholders to forecast demand and plan supply chain activities accordingly.
* Ensure adherence to regulatory requirements, business policies, and industry standards while mitigating risks related to supply disruptions, safety, and quality.
* Prepare and present supply chain performance reports to senior management, highlighting achievements and areas for improvement.
* Develop contingency plans to address unexpected disruptions, ensuring business continuity during crises.
* Stay updated on industry trends, emerging technologies, and market conditions to adapt strategies and maintain a competitive edge.

# Qualifications, knowledge and experience

* Certificate III in Supply Chain Operations (Warehousing Operations) (TLI30321) or equivalent
* Certificate 4 in Frontline Leadership & Management or equivalent
* Extensive experience in leading a team, building solid working relationships with staff and coaching/mentoring to elevate Team’s performance.
* Minimum Certificate III qualifications in TLI07 Transport & Logistics Training Package or demonstrated industry experience or knowledge of materials, tools and equipment associated with maintenance of water, sewer and stormwater networks.
* Demonstrated experience in procurement of goods and contract services.
* Demonstrated experience in the use of computer applications such as Microsoft Office (Word, Excel, Outlook, Internet Explorer) and Oracle Applications.
* Demonstrated experience in the training of personnel in a warehouse environment.
* Possession of an ACT Class C or equivalent drivers licence.
* Possession of a forklift licence.

**Attributes and skills**

The most important attributes and skills, relevant to the position, are described below.

* Strategic approach. Comprehends the wider contexts, develops long term goals and determines strategies and actions required to achieve those goals.
* Decisiveness. Consistently makes sound decisions, acts given reasonable access to information and time, utilises information, knowledge and experience to analyse and form judgments.
* Resilience. Manage and cope with potentially high levels of pressure relating to change, balancing timelines, project dependencies, resources, virtual teams and cultural influences.
* Leadership skills. Articulates strategic direction clearly and influentially, practices open communication, encourages and supports others, provides constructive feedback and leads by example in relation to the Code of Conduct and safety as a top priority.
* Management skills. Plans and organises self and others to ensure the completion of tasks and support others to succeed in their roles, applies process and procedure, ensuring compliance, and comprehends resource limitations.
* Analytical thinking skills. Assesses and evaluates problems or concepts in order to make decisions or come to conclusions that are based on the analysis of available information.
* Interpersonal skills. Assesses the priorities, expectations and behaviour of others in order to establish and maintain effective working relationships with subordinates, peers and superiors from across the organisation and externally.

