


## National Nursery Planning Coordinator Position Description

POSITION DETAILS					
<b>Position Title</b>	National Nursery Planning Coordinator				
<b>Department</b>	Nursery				
<b>Reports to</b>	National Nursery Manager				
<b>Location</b>	Docklands				
<b>Incumbent</b>	Vacant				
<b>Prepared by</b>	Sonia Murat	<b>Signature</b>		<b>Date</b>	04/08/2023
<b>Approved by Manager</b>	Marius Boarta	<b>Signature</b>		<b>Date</b>	
<b>Direct Reports (Titles)</b>	No direct reports				
POSITION SUMMARY					
<p>The Nursery Planning Coordinator is responsible for the creation of comprehensive short and long-term production and capacity plans to ensure timely fulfillment of plant orders. When developing long-term plans, close collaboration occurs with internal planning (fruit) and nursery production teams, along with external third-party nurseries. This involves overlaying order requirements and nursery capacity capabilities and devising strategies using scenario-based analysis and planning models. The incumbent provides recommendations and identifies solutions to ensure order fulfillment.</p> <p>In the short term, the role entails evaluating forecasts, monitoring progress, and coordinating with nursery production teams to ensure alignment with plans. Regular management reports are submitted, encompassing delivery dispatch dates, progress tracking, and production scheduling.</p> <p>The critical skills required for this role include developing models using various data sources and handling dynamic scenarios. Proficiency in Excel and BI tools like Qantrix is essential, as they serve as centralized sources of information and facilitate exploration of alternative platforms when needed.</p>					
KEY LIASONS					
<b>Internal</b>	TC & Nucleus Operations Manager, Propagation Technical Manager, Laboratory Supervisor, Greenhouse and Clean stock Manager, Laboratory Assistants and wider Nursery and Planning teams				
<b>External</b>	Third Party Nurseries				

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### KEY RESULT AREAS AND PERFORMANCE TARGETS

Key Result Areas	Objectives	Key Performance Indicator(s)
Planning & Forecasting	<ul style="list-style-type: none"> <li>▪ Manage TC forecast planning and develop short- and long-term supply plans for nursery execution, including third-party involvement.</li> <li>▪ Serve as a liaison between nursery and planning teams to address and resolve planning issues.</li> <li>▪ Create comprehensive 5-year nursery plans aligned with fruit production plans, utilizing orders, buffers, and wish lists.</li> <li>▪ Offer problem-solving and dynamic scenario-based analysis for developing solutions.</li> <li>▪ Coordinate with relevant teams to ensure progress on short-term plans.</li> <li>▪ Model procedures and costs to demonstrate impacts from exceptions.</li> <li>▪ Keep nursery departments updated on orders and ensure timely communication to meet due dates.</li> <li>▪ Set achievable targets for nursery departments, including third-party nurseries.</li> <li>▪ Provide crucial input for future planning and budget development.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submission of comprehensive timing and production plans for nursery execution.</li> <li>▪ On-time nursery order fulfilment to both short- and long-range goals/targets.</li> <li>▪ Effective problem-solving and resolution of supply bottlenecks to meet plans.</li> </ul>
Data Analysis & Modelling	<ul style="list-style-type: none"> <li>▪ Ensure Nursery forecasts are continually updated and maintained.</li> <li>▪ Monitor and provide reports on inventory and weekly, monthly, and seasonal activity tracking, including initiation, planting, striking, multiplication, reproduction rates, packing, contamination, and delivery tracking.</li> <li>▪ Extract and prepare data and reports on forecasting, actual production, monthly inventory, and capitalization, as needed.</li> <li>▪ Collaborate with the nursery management team and planning to ensure accurate and up-to-date data entry for planning activities.</li> <li>▪ Define key metrics to measure the impacts of exceptions i.e. production delays, additional resource requirements, and financial costs due to late order changes.</li> <li>▪ Implement automated forecasting tools to regularly update forecasts based on new data inputs on a set schedule (e.g., daily, weekly).</li> <li>▪ Accountable for developing, maintaining, and ensuring compliance with best practice protocols for inventory and production system utilization.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure constant availability of accurate data recording and reporting systems for the TC Laboratory.</li> <li>▪ Implement data quality audits to periodically review data accuracy and consistency, promptly addressing any discrepancies found.</li> <li>▪ Continuously assess and enhance data recording and reporting processes to maintain high standards of data integrity.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>▪ Submit regular management reports for delivery dispatch, progress tracking, and production scheduling.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regular reporting and analysis for the tissue culture laboratory to identify performance,</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Provide data reports for capacity planning across nursery production including TC.</li> <li>▪ Enhance reporting for timely and cost-efficient fulfillment of plans in TC and nursery production.</li> <li>▪ Implement and coordinate system upgrades for planning and data management, including Invitrosoft (IVS) for TC.</li> </ul>	<p>areas for improvement and make data driven decisions that contribute to the successful operation of the TC Lab.</p>
Safety	<ul style="list-style-type: none"> <li>▪ Report any reportable hazards or incidents to your supervisor on a timely basis and in accordance with prescribed policies and procedures.</li> <li>▪ Ensure adherence to all safety policies, procedures and guidelines including safety instructions provided on the job.</li> <li>▪ Assist in the investigation of a reportable incident or injury.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Zero LTI achievement.</li> <li>▪ Reduction of AIFR by 20% YOY for designated work group.</li> </ul>

### QUALITY & INNOVATION

- Ensure the standard operating procedures for critical process are developed and maintained.
- Ensure management information and records are correctly maintained in accordance with Company procedural requirements.
- Contribute, share and communicate to foster teamwork.
- Generate creative solutions and attempt at different and novel ways to deal with problems and seek opportunities.

### WH&S

All employees of Driscoll's Australia must be able to demonstrate the following work practices and commitment to WH&S systems and processes:

- Follow all Workplace Health and Safety policies and procedures at all times;
- Ensure that all staff under supervision abide by the Workplace Health and Safety policies and procedures at all times;
- Continuously aim at improving safety in all aspects of their work and to encourage staff under direction to do likewise;
- Work with a "safety mind" and will not carry out any activity unless confident that they have sufficient knowledge to do so safely. If the incumbent is in any doubt as to the safety of the activity and / or process he / she will stop and seek guidance from a qualified person.
- Report any safety hazards to the relevant supervisor / manager.

### EMPLOYEE RIGHTS & RESPONSIBILITIES

The incumbent has an obligation to uphold the following principles:

- Everyone shall treat each other with mutual respect and trust;
- All employees should have the right to be treated fairly and with proper courtesy;
- All employees should feel confident that they are working in a workplace free of harassment;
- Abide by equal opportunity and anti-discrimination policies and principles.

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- Take the time to listen to and respect the views of others.
- Encourage and support others in the workplace.
- Accept responsibility for my actions.
- Accept and provide constructive feedback.

### COMPETENCIES

#### Functional / Position Specific Competencies

#### Rating

**Experience:** Previous exposure and experience in an analytical and planning role preferably in the FMCG or Agricultural sector.

**Useful**

**Programs & Systems:** Proficient in the use of Microsoft Excel and BI Analytical Tools.

**Important**

**Follow Up & Initiative:** Ability to diligently track and pursue tasks, commitments, and projects to ensure they are completed on time and with the necessary attention to detail. Proactively monitoring progress, addressing obstacles, and maintaining effective communication to achieve successful outcomes and uphold accountability.

**Important**

**Commercial Acumen:** Ability to understand and interpret business and financial information and related data to make informed recommendations on short- and long-term plans.

**Important**

**Planning:** Ability to create a systematic approach to achieve goals, utilising strategies, and resources efficiently.

**Important**

**Team Oriented:** The ability to collaborate and work effectively with others, fostering a positive and cooperative environment. Actively contributing to group goals and valuing diverse perspectives.

**Important**

**Communication Skills:** Be able to communicate clearly and succinctly with others including in the delivery of written communication. Ability to articulate strategies (reasoning), risks and potential solutions to problems. Able to build strong working relationships with peers and cross-functional teams.

**Important**

**Attention to Detail:** Ability to perform accurate data entry and analysis activities.

**Important**

**Data Analysis:** Proficiency in data analytical skills (gather, interpret, and draw meaningful insights from various data sources, enabling informed decision-making and the development of effective plans. It includes the ability to identify patterns, trends, and correlations in data to optimize resource allocation, forecast future outcomes, and continuously improve planning strategies.

**Important**

**Problem Solving:** Ability to identify data inconsistencies or irregularities and investigate root causes and appropriate solutions.

**Important**

**Working Rights & Travel:** Unrestricted working rights and full driver's licence. Ability to travel interstate from time to time.

**Important**