

POSITION DESCRIPTION

SUMMARY

Position title: Inventory Manager
Department: Technology Services
Reports to: Manager, Infrastructure & Equipment
Effective Date: 16 August 2017

MCEC's Vision To be the world's best events destination leading the way in food, technology and service.	
MCEC's Core Purpose To connect people through memorable experiences.	
<i>MCEC's guiding principles underpin all of our actions and are to be demonstrated by all employees. In order to successfully role model these behaviours, this position requires a focus on the following:</i>	
Excellence proud of who we are and excel to be the very best	Develop and maintain strong relationships by listening to internal and external customers and understanding and responding to identified needs. Provides service excellence.
Innovation embracing new ideas and creativity	Identify, generate and apply new and unique ideas or solutions to improve processes, methods, systems or services and the internal and external customer experience.
Integrity a commitment to being honest and ethical	Operates in a manner that is consistent with the organisation's code of conduct and policies. Takes responsibility and ownership for own decisions, actions and results. Can be relied upon to ensure that tasks/projects within areas of responsibility are completed in an ethical and timely manner
Respect act with consideration and appreciation	Makes clear and convincing oral presentations to individuals or groups, listens and responds appropriately to information from others. Expresses facts and ideas in writing in a clear, convincing and organised manner.
Working together as one, we are empowered, supported and recognised	Ability to effectively work as an active and contributing member of a team to complete assignments and achieve goals

DIMENSIONS

Direct reports: 1 + 2 EBA staff

Budget responsibility: No delegated authority.

Influences department budget particularly regarding operational expenditure for inventory overflow hires, and purchase of required consumables and operational equipment.

Other: None

POSITION PURPOSE

The Inventory Manager is responsible for the management and availability of the audio visual and communications resources and assets of MCEC to events. They will provide real time inventory availability, and ensure required equipment is available to service customer requirements.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

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Manager, Technology Operations	Advise on shift requirements where affected by inventory availability. Advise on inventory cross hire arrival/pickup schedules where crewing times are affected.
Specialists	In conjunction with specialists, manage the development and implementation of capital works projects, and the optimisation of equipment provision to events.
Technology Services Managers & Coordinators	Manage the process for equipment allocation for events and escalation of equipment availability issues, providing customer solutions to late notice requirements.
Technicians	Provide access to required equipment for the efficient and effective completion of technicians' rostered tasks. Provide clear and accessible information regarding cross hired equipment and expectations on use.
Capital Works	Through Manager - I&E, identify and advise on capital projects and lifecycle replacement works , with a focus on new revenue opportunities or expense savings
Finance	Ensure robust processes are followed for raising and processing purchase orders and invoicing within agreed timelines
CE&O and Planning	Provide advice to M&E, AMTs and planners in the appropriate selection and use of equipment for events. Provide quotations, as requested, for custom services, within agreed timelines.
Procurement	Work with Procurement to manage the supplier review and exemption programs, as well as to ensure all purchasing and hire of equipment complies with all Procurement policies and guidelines.
Training & Development Officer	Work with the Training & Development Officer to develop and maintain training programs for all Technology Services equipment and infrastructure
External Relationships	
Equipment hire / production service companies	Build and maintain strong relationships with external providers of cross hire equipment and production services

KEY ACCOUNTABILITIES (WHAT)

PEOPLE AND CULTURE

- Manage a team of technical staff in maintaining availability for all event related equipment.
- Ensure that the team's reliance on single points of failure is minimised through succession planning.
- Provide development opportunities for staff
- Manage the development and maintenance of all documentation covering the inventory management process, including equipment tracking, for all technical staff.
- Ensure the Equipment & Inventory team complies with all relevant OHS requirements, as well as ensuring that all equipment documentation produced by the team provides technical staff with the information required to use and operate the equipment safely.
- Investigate and address any team members' workplace incidents.

CUSTOMERS

- Ensure the on time availability of all event related technology equipment
- Manage the development and implementation of systems projects for improving the management and communications of inventory availability for event requirements
- Conduct a research program to ensure that MCEC continues to maintain its reputation as a world leader in the provision of technology services for events.
- Manage the provision of advice to planners and customers in optimal selection of equipment for event delivery requirements.

CORPORATE AND FINANCIAL HEALTH

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- Ensure expenditure on rechargeable equipment hire is managed within budget.
- Optimise the use of MCEC equipment to ensure revenue is maximised and expenses are minimised
- Manage the allocated budget through tracking of the use of assets and cross hired equipment.
- Manage budgets related to assigned capital works projects
- Contribute to the financial budgeting and forecasting process, ensuring monthly reforecasting of the cross hire and consumables budgets are achieved on time and within prescribed margins.
- Advise on external pricing changes for equipment-based technology services in conjunction with Planning, CE&O and Specialists.
- Manage compliance with OH&S regulations in relation to equipment storage
- In conjunction with Procurement, manage procurement processes for expenditure using specialist suppliers
- Manage reporting on compliance with budget targets for capital expenditure and for departmental KPIs e.g. on time delivery of equipment and equipment being provided as described
- Ensure the equipment and inventory team complies with all relevant OHS requirements, as well as ensuring that all equipment documentation produced by the team provides technical staff with the information required to use and operate the equipment safely.
- Investigate and address any team members' workplace incidents

COMMUNITY

- Ensure all equipment purchased complies with MCEC environmental guidelines.
- Promote diversity in hiring practices
- Work with the Training & Development Officer to promote MCEC as an employer of choice within the AV industry
- Work with the industry bodies to promote best practice operations in the AV industry

OCCUPATIONAL HEALTH & SAFETY

- Employees are required to comply with requirements of any relevant OH&S legislation and procedures developed by MCEC. A positive and proactive approach is also required by team members to assist in creating a safe working environment for all.
- Attend the monthly OHS Committee meeting.
- Other duties as reasonably required

EXPERTISE - QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

QUALIFICATIONS

Essential

- Construction card
- EWP license

Desirable

- Possession of a relevant tertiary qualification

KNOWLEDGE AND EXPERIENCE

Essential

- Extensive experience in a broad range of disciplines within the AV industry, with a focus on the corporate market
- Experience managing inventory control of large equipment fleets.
- Advanced Microsoft Office skills
- Excellent written and verbal communication skills

Desirable

- Experience with EBMS

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- Experience with capital works projects
- Experience in the development and implementation of inventory control systems