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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Supply Chain Planner | Department | Supply Chain |
| Function | Group Supply Chain | Site | UK – Histon based initially |
| Date |  | Approved by  (manager) | Jaxom Brown |

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| SECTION 2 – JOB SUMMARY |
| This role of Supply Chain Planner is to utilise our ERP and MRP systems to ensure we have sufficient supply of all raw materials and packaging so that our factories can always run when required and that our costs are managed within Budget. This will primarily be achieved by utilising our M3 and Op Centre systems, and there will also be reporting suites integrated with our systems outside of this to maintain such things as performance updates, KPI’s, storage costs, etc.  As part of the Group Supply Chain, the above would be relevant to more than one site. Strong relationships need to be formed with all of our customers, suppliers and colleagues to obtain the most accurate data in terms of demand. To manage the supply and meet our customer expectations with no waste. Lean planning is imperative to ensure 100% service to production whilst maintaining optimal stock levels to mitigate obsolescence and effectively managing change.  Cross-functional working will be needed with Commercial, Marketing, Operations, Finance, Procurement, NPD and Technical. It is essential to have good communication skills and the ability to operate at all levels. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Raw Materials / Packaging Planning – Holiday & Absence Cover:  Able to manage raw materials and packaging requirements, arranging deliveries and call offs from suppliers to ensure timely delivery to site within an agreed stock holding within our MRP system. Managing materials/packaging changeovers and spot short-term promotional requirements whilst minimising obsolescence. Ensuring change of materials are handled within M3 so that MRP runs smoothly and avoids waste. Investigate, resolve and fix root cause of invoice queries for raw materials/packaging procurement. Attending all relevant meetings in cover of absent team member. | 40% |
| Production Planning – Holiday & Absence Cover:  Able to manage the creation of daily/weekly/monthly production plans to keep the business within targeted stock levels. Scheduling production that creates an efficient run order to maximise output and minimise changeovers. Liaising with Production and site management teams on line capability, run rates and shifts to achieve this. Attending all relevant meetings in cover of absent team member. | 40% |
| Data Reporting and Project Work:  Reporting all daily/weekly KPI’s and ensuring all master data is current and accurate. Assisting our Procurement team and suppliers with the latest forward forecasts. Reviewing capacities and costs of external storage for both materials/packaging and Finished Goods. Be an active member and contributor to various group supply chain and business wide projects. | 20% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | A Level – 3 grades above c. |
| Years’ Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Experience in a Supply Chain based role (FMCG) would be preferred but not essential. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Support a culture of Continuous Improvement and Problem solving, confidence in challenge existing processes. * Passionate about learning. * Advanced excel skills. * Able to communicate clearly and effectively, both written and verbally, with internal and external stakeholders. * Highly accurate, with eye for detail. * Ability to operate and contribute within a strong team environment |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility | Direct/Indirect Budget  0 (zero) | Size/Amount  0 (zero) |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Some travel to other sites may occasionally be required. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 0 (zero) |
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|  | Reports to (Job Title) | Supply & Planning Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |