|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Planner | Department | Supply Chain |
| Function | Planner | Site | Grimsby - Lakeside |
| Date | 14/09/2020 | Approved by  (manager) | A.Hubbard |

|  |
| --- |
| SECTION 2 – JOB SUMMARY |
| The role of Planner is responsible for supporting the Planning department by assisting other key members of the team with production planning, and materials planning. The successor to this role will be responsible for site stock control at Lakeside and Yorkshire Provender, providing reports of analysis of stock holding, stock usage. The stock control aspect of this role will also arrange the movements of stock in the most efficient and timely way. To maintain a strong relationship with the production and warehouse teams. Providing holiday/sickness cover for the Production Planner and Materials Planner.  Strong relationships need to be formed with all of our suppliers to get the most accurate data in terms of supply and to manage the inbound supply to meet our customer expectations with no waste. Lean materials planning to ensure 100% service to production with optimal stock levels to mitigate obsolescence and effectively manage change. Daily interaction is required with many departments: Commercial, Marketing, Operations, Finance, Procurement, NPD and Process so it essential to have good communication skills and the ability to communicate at all levels. |

|  |  |
| --- | --- |
| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Planning  To provide key assistance to the production planner and materials planner. To complete stock control reports and movements. Provide data analysis of stock usage and stock holding. | 75% |
| Communications  Working with all stakeholders both internally and externally to ensure we are always working with the most up to date information and forward planning. | 20% |
| Data Administration  Reporting all daily/weekly KPI’s and ensuring all master data is kept up to date. | 5% |
|  |  |

|  |  |
| --- | --- |
| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | IT literate. |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 2+ years working within an FMCG environment.  1+ years working within a planning function ideal, but not necessary. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Strong communicator  Advanced excel skills  Support a culture of continuous improvement.  Analytical  Highly accurate with eye for detail |

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

|  |  |
| --- | --- |
| 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) | Role is primarily based at Lakeside, the Grimsby site. Occasional travelling between Grimsby and Northallerton, the Yorkshire Provender site. Mileage will be paid as part of expenses claims. |

|  |  |  |
| --- | --- | --- |
| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 4 |
| Production Planner |
| Materials Planner | Reports to (Job Title) | Planning Manager - Soup |
| Planner |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature | A.Hubbard |
| Name |  | Name | Amy Hubbard |
| Date |  | Date | 21/09/20 |