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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Supply Chain Planner | Department | Supply Chain |
| Function | Group Supply Chain | Site | UK – Clitheroe |
| Date |  | Approved by  (manager) | Andy Reeves |

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| SECTION 2 – JOB SUMMARY |
| The 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 costs are managed within / ahead of Budget. 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. cover planning and scheduling Chilled & Frozen production.  As part of the Group Supply Chain, the above could be relevant to more than one site. Strong relationships need to be formed with all of our customers, suppliers and your colleagues to obtain the most accurate data in terms of demand to manage the supply and meet our customer expectations with no waste. Lean materials planning is imperative to ensure 100% service to production whilst maintaining 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 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 Planning and call offs  To manage raw materials and packaging requirement, arranging deliveries and call offs from suppliers to ensure timely delivery to site within an agreed stock holding. Managing materials/packaging changeovers and short term promotional requirements whilst minimising obsolescence. Ensuring change of materials are handled within our systems so that MRP runs smoothly and avoids waste.  Create/update SOPs as required for new/updated processes/actions | 60% |
| Production Planning & Scheduling  Creating daily/weekly/monthly production plans using all information available. Scheduling production creating an efficient run order to maximise output and minimise changeovers. Raising production schedules in a timely manner. Liaising with Production and site management teams on line capability, run rates and shifts to achieve this.  Create/update SOPs as required for new/updated processes/actions | 20% |
| Invoice Queries  Investigating and resolving invoice queries for raw materials/packaging procurement. Identifying the root cause for the query and taking corrective action to prevent the recurrence. | 5% |
| Data Reporting  Reporting all daily/weekly KPI’s, provide RCA/suggest corrective actions to mitigate KPIs which are consistently below target and ensuring all master data is current and accurate by means of audit. 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. | 15% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | GCSE/A Level – 5 grades above c. |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Extensive experience in a Supply Chain based role ideally both FMCG and Frozen environments. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Strong communicator.  Advanced excel skills.  IT literate.  Support a culture of continuous improvement.  Analytical.  Highly accurate with eye for detail.  A full understanding of ERP and MRP, and other stock control and purchasing systems.  Experience of MRP/ERP systems would be an advantage. |

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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) | Planning & Supply 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 |  |