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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Hot Eat Desserts Supply Chain Manger | Department |  |
| Function | Supply Chain | Site | Clitheroe |
| Date | Jan 2025 | Approved by  (manager) |  |

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| SECTION 2 – JOB SUMMARY |
| To develop and implement the systems and processes to improve the End to End Hot Eat Desserts Supply Chain to deliver consistent Customer Service >98.5% at best cost. Integrating New Product Develop, Demand Management Supply Planning Production, Logistics and Distribution  To manage the Supply Chain function at Clitheroe, including Supply Planning, MRP and Production Scheduling of the Clitheroe site. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| * To lead the development and implementation of the process, systems and organisational improvements required to the HED E2E Supply Chain to deliver consistent customer service >98.5% * To manage the day-to-day operation of the Clitheroe Supply Planning Team, including Production Scheduling, MRP, and Logistics Management. * Establish and maintain an effective and efficiency logistics function. * To work with the wider Supply Chain, Operations, Commercial and Technical functions to improve Customer Service at the best cost. * Set up effective communication internally, between sites, customers and 3pl’s. * Ensure that the stock management process is auditable and that all variance reporting is completed as per agreed schedules. * Provide a detailed set of management information detailed metrics to enable objective performance evaluation and positive feedback to be undertaken. * Ensure that performance is in line with agreed KPI’s * Build strong relationships with all business functions, customers and suppliers. | 75% |
| **Responsibility for Budget, costs & forecasting**   * Management and control of the Clitheroe Supply Chain budget * Stock management, short code and waste * Timely/accurate reporting of weekly/monthly costs in the business * Effective production scheduling in line with Operations capabilities and constraints. | 10% |
| **Management of the team**   * Set objectives/targets for team * Ensure regular review meetings are established to aid performance * Ensure that the team follows the agreed HR process and develop a close working relationship with their HR colleagues. * Develop, train, mentor, guide and discipline as appropriate * Involvement in delivery of team brief to support a two-way communication. | 10% |
| Health & Safety   * Manage health & safety in accordance with published policy * Ensure all the team are adhering to health and safety procedures * Ensure a safe working environment and working practices on site | 5% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | * Degree standard |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | * E2E Supply Chain Management Experience. Be able to demonstrate specific knowledge and experience in similar roles * Specific experience in Supply Planning management experience * Ability to demonstrate leadership skills * Stakeholder Management and influencing * Computer and system literacy * Ability to demonstrate good financial control and management |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | The post holder is expected to carryout the following duties in order to fulfill the position to a satisfactory level:   * Adhere to Company’s Equal Opportunities and Health & Safety Policies. * Ensure high quality standards and hygiene are maintained. * Adhere to Company Financial procedures. * Respect individual and Company confidentiality rights. * Demonstrate a positive and committed attitude. * Support a culture of continuous improvement. * Show commitment to personal and team development. * Demonstrate a flexible approach. |

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| 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 |  | | |

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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) | Based in Clitheroe  Some travel to other Locations in the UK, Eg PDC Peterborough,  Some Home working possible (10 – 20%) |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) |  |
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|  | Reports to (Job Title) | Head of UK Supply Chain |
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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 |  |