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| ROLE PROFILE | | | |
| Job title | Production Planner | Date | 2024 |
| Business | Saladworks | | |
| Department | Supply Chain | | |
| Location | Leicester | | |
| ROLE SUMMARY | | | |
| Generate Operational Production plans in line with business & customer requirements.  Ensure accurate and effective production plans align to business KPI’s  To Manage stocks at both work in progress (WIP) and Finished goods to ensure service level expectations are met with minimal waste. | | | |
| Manage | | | |
| Reports to | Production Planning Manager | | |
| Direct & indirect reports | N/A | | |
| Key internal stakeholders | Operations, Technical, Supply Chain, Commercial | | |
| Key external stakeholders | Customers | | |
| SKILLS & ABILITIES | | | |
| Planning & Supply Chain   * Create manufacturing plans which prioritise overall efficiency and cost control, taking into account all business functions and interdependencies. * Communicate information, data and feedback to other departments and stakeholders in the format required by them. * Play a part in identifying opportunities within the department to increase profitability and/or enhance performance, contribute to delivery of action plans, and participate in structured meetings. * Receive, clarify, and communicate customer orders, feeding information accurately into the production schedule. Liaise with logistics and production stakeholders to ensure correct orders are received at depot in a timely manner, taking responsibility for communicating any changes to agreed timeframes, quantities etc. * Deliver service levels in line with customer requirements and site strategy. * Effectively use the technology and systems in alignment with agreed process and governance.   Team Working   * Communicate effectively and with clarity, using written, verbal, and digital means, and adjusting tone and approach according to the audience and context. * Liaise effectively with colleagues from other teams and departments using a range of verbal and written media, and contribute effectively to meetings. | | | |
| KNOWLEDGE & UNDERSTANDING | | | |
| Planning & Supply Chain   * Have a good knowledge of how KPI's and measures are used to drive results in supply chain processes. * Know how data and information is formatted and used by the various business functions. * Know how to make effective decisions - gather and analyse facts objectively and form a clear judgement. * Has a good understanding of the processes and practices of each production department and how each run most effectively and efficiently. * Full working knowledge of depot outload time and service level agreement (SLA) procedures for SBSC and/or third-party hauliers and other service providers. * Knowledge of how to recognise and manage significant order variations v sales order forecast quantities, and when to escalate to senior colleagues. * Understanding of the relevant customer supply chain databases and how orders are managed within these systems. * Good working knowledge of relevant IT systems and software tools.   Team Working   * Demonstrate and understand the importance of clear and timely communication. * Understand the importance of active listening and feedback to ensure effective communications in the workplace. | | | |
| QUALIFICATIONS | | | |
| Experience in using Siemans Preactor Planning application desirable (Full training provided)  Experience in working within a Chilled Foods Operational planning role | | | |
| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS | | | |
| **Competency** | **Descriptors** | | |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* | | |
| Customer Focus | *Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.* | | |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our Purpose Statement and Company Values.* | | |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* | | |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with our Purpose Statement and Company Values.* | | |