

|  |  |  |  |
| --- | --- | --- | --- |
| ROLE PROFILE | | | |
| Job title | Senior Materials Planner | Date | 09/2024 |
| Business | Samworth Brothers FTG | | |
| Department | Supply Chain | | |
| Location | Bradgate Bakery Madeline Road | | |
| ROLE SUMMARY | | | |
| Supporting the stock control team to ensure that the supply of materials meet the production schedule and minimum stock levels to ensure operational and production continuity. Able to deliver efficient, effective and flexible solutions to meet production requirements. Maintains strong relationships both internally and externally to ensure supply of materials meets requirements. Decisions and results have an impact on the function and their success. Performance affects the function’s image. To always exhibit and promote the Samworth Brothers Values and Purpose. To deputise for the Materials Planning Manager in their absence on day-to-day matters. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Materials Planning Manager | | |
| Direct & indirect reports | NA | | |
| Key internal stakeholders | Operations, Finance, Commercial, NPD, Technical and Process | | |
| Key external stakeholders | Suppliers, Customers, and Samworth Brothers Group | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * Supporting & Coaching the team of Stock controllers. Leading by example. * To manage and update business forecasts utilising planning information. * Schedule and control the supply of materials to meet production requirements and minimum stock levels. Short – Medium – Long Term. * Work with suppliers to manage material delivery against the supplier demand and resolve issues. * Managing key stakeholders internally / externally in a professional, clear, concise manner. * Lead activities to improve supplier performance. Working with suppliers, management and quality and report supplier performance. * Identify & escalate issues which could impact production due to material supply issues. * To monitor wastage and reasons for service issues and develop an action plan against these issues. * Evaluate processes and actively plan, develop, and implement improvements. * Adhere to any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors. * Mange a portfolio of high value items. * Continuous Improvement & Business Improvement Plan drive. | | | |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE | | | |
| * Educated to GCSE level (A-C grade) or equivalent, to include Mathematics and English * Experience in materials scheduling/purchasing position for manufacturing, preferably within food manufacturing environment. * Excellent communication skills both verbal and written. * Organizational and prioritization skills and ability to respond rapidly to changes in priorities. * Logical and rational thinking. * Is resilient, assertive, optimistic and open to change. * Exceptional attention to details. * Good Team working skills. * Problem solving & decision-making skills. * Ability to use Word, and Excel. | | | |
| 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 | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* | | |
| 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 PQP and Federalism.* | | |
| 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 PQP and Federalism.* | | |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* | | |
| Resource Management | *Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.* | | |
| Technical Expertise | *Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.* | | |
| Self-Management | *Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals.* | | |