` 

|  |
| --- |
|  ROLE PROFILE |
| Job title | Planner | Date | June 2025 |
| Business | Food to Go – Melton Foods |
| Department | Supply Chain |
| Location | Melton Foods |
| ROLE SUMMARY  |
| * The planner is responsible for ensuring materials / packaging are available to meet demand, through effective ordering and inventory control processes.
* Liaising with a variety of internal and external parties, including suppliers and hauliers to ensure high levels of service are maintained both efficiently and cost effectively.
* To provide an efficient and cost effective plan to all areas of the business relating to materials and packaging.
* Building internal relationships across site and Food to Go business unit.
 |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| 1. Daily systems update, challenge internally and externally as necessary to ensure integrity of information used to place orders of raw materials and packaging with suppliers.
2. Ensure robust communications are maintained within planning and across other departments ensuring well informed teams. Manage day to day information flow so that immediate issues are resolved as rapidly as possible and best practices shared amongst the wider operational population.
3. Place orders with suppliers, ensuring deliveries are scheduled to meet production demand. Report contract balances as required. Ensure forecast information is updated and sent weekly to suppliers.
4. NPD activity likely to affect future demand is to be reviewed weekly. Using the Customer Activity Plan and Promotional Activity Plan to facilitate order placement for launches or promos and manage stock run-down to delists, minimising write off.
5. Maintenance and upkeep of master data in Excel stock boards and other systems used to schedule materials.
6. Daily monitoring of production plans to identify and implement effective initiatives to maintain schedule adherence, compare plan vs actual and adherence to preferred plan.
7. Daily use of department KPI’s to identify appropriate resource stock levels, minimizing waste, special vehicles and redundant stock write off.
8. Creating and updating trackers where relevant
9. Identify and resolve day to day issues. Taking each case on its own merit, communicate and escalate effectively to both internal and external parties to ensure satisfactory conclusions.
10. Represent department at internal and external meetings as required. Report to team as necessary with key actions and updates. Feedback to meeting stakeholders with action updates as appropriate.
11. Ensure all additional investigations and reports are completed fully and accurately, making considered recommendations for change and implementing agreed changes to drive improvement.
12. Working cross functionally and flexibly to support each other during holidays and absence.
13. Ensuring Launch & Seasonal planning requirements are communicated to all departments well in advance to maximise availability and reduce waste.
 |

|  |
| --- |
| PERSON SPECIFICATION |
| **Qualifications** | Good level of English & Maths (must be numerate)Educated to GCSE / ‘A’ Level or equivalent.Intermediate in Planning systems, Power BI, Excel. | Essential Desirable |
| **Work Experience** | Managing multiple suppliersStock control Investigation and resolution of queriesSource material and other services in relation to the manufacturing/assembly processParticipate in site improvement projects | Essential EssentialEssentialDesirableEssential |
| **Knowledge** | Extensive knowledge of MRP/ERP systems | Essential |
| **Job Skills** | Determination, tenacity, professionalism, and self confidence in their business and personal abilitiesAbility to problem solveSelf motivation with the ability to think individually with well reasoned decision making qualitiesThe ability to meet tough business and personal objectives Good attention to detailFlexibility in both thought and actionPassionate about resultsStrong interpersonal skills and the ability to work well as part of a team and with people at different levels | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssential |
| **Computer Skills** | Planning systems – MRP-ERP Intermediate Excel  | EssentialEssential |
| **Literacy and Numeracy** | High levels of numeracy and literacy are required to achieve communication objectives. | Essential |
| **Management Ability** | N/A |  |
| **Circumstances** | This is a results driven role which requires flexibility in a time constrained environment. | Essential |
| **Competencies** | Collaborative TeamworkCustomer FocusFlexibility & AdaptabilityInitiative and taking ownershipValues People | EssentialEssentialEssentialEssentialEssential |