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|  ROLE PROFILE |
| Job title | Production Planner  | Date |  |
| Business | Walkers Deli Co |
| Department | Planning |
| Location | Leicester |
| ROLE SUMMARY (main purpose) |
| To play an active role within the planning team to help support the business goals/objectives, effectively planning and scheduling production to meet customer demand in the most cost-efficient manner. |
| REPORTING STRUCTURE |
| Reports to | Planning Manager |
| Direct & indirect reports | N/A |
| Key internal stakeholders | Walkers Deli Co. Planning department, Operations, Commercial and NPD |
| Key external stakeholders | Walkers Deli Customer Base |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| To carry out the required production planning and scheduling activities within the Deli & Sausage manufacturing business unit. Responsible for:* Production Planning and Scheduling: Develop and maintain comprehensive production plans and master schedules considering product specifications, production capacities, sales forecasts, and inventory targets.
* Inventory Management: Monitor inventory levels of work-in-progress and finished goods to strike a balance between meeting demand and reducing excess inventory.
* Performance Analysis: Support the regular review production performance metrics, such as production throughput, changeovers, and production efficiency. Analyse and adjust where required.
* Cross-functional Collaboration: Collaborate with different departments, including production, quality control, NPD, logistics, and sales, to ensure seamless communication and alignment of objectives.
* Continuous Improvement: Support continuous improvement initiatives in production planning and execution processes to enhance efficiency, reduce costs, and improve overall operational effectiveness.
* KPI’s: Support and drive key performance indicators within the department and actively seek to improve.

The Planner will continually challenge and strive for improvements in targets, standards, and other agreed key performance indicators, using an innovative and pro-active approach. |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE |
| Qualifications | * 5 GCSE’s or equivalent including Maths & English.
* 2 A Levels
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| Experience | * Clear understanding of Planning fundamentals and able to apply skills effectively.
* Planning experience within the food industry desirable
* Highly numerate and computer literate
* Experienced in using Planning/WMS and inventory control systems.
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| Skills/ Knowledge | * Excellent communication and organising skills.
* Self -Motivated and possesses lots of initiative.
* Results-orientated with a positive attitude to drive forward continuous improvement.
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| PERSONAL ATTRIBUTES & BEHAVIOURS |
| * Commercially focused, ability to balance the requirements of the customer base with the capabilities of the operations.
* The ability to work flexible hours in line with business needs.
* Capable of working on own initiative with a flexible ‘can do’ attitude.
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| COMPETENCIES FOR SUCCESS |
| **Competency** | **Descriptors** |
| Initiative & Taking Ownership  | The ability to coordinate and organize to ensure that the planning department goals are metThe ability to manage multiple tasks with demanding deadlines.  |
| Collaborative Team Working | Be willing to work as part of a small team, working towards the achievement of shared objectives.  |
| Values People  | Understands and demonstrates that people are the most important asset central to the success of the organisation |
| Communication | The ability to listen, challenge and communicate to ensure that best practice is instilled within the organisation  |