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|  ROLE PROFILE |
| Job title | Deli Planning Manager | Date | 11th Nov 2024 |
| Business | Walkers Sausage & Deli Co |
| Department | Planning |
| Location | Leicester |
| ROLE SUMMARY (main purpose) |
| The Production Planning Manager is responsible for overseeing and managing the production planning process to ensure that manufacturing schedules align with customer demand, inventory levels, and supply chain constraints. The role requires a strong understanding of production processes, resource management, inventory control, and capacity planning to optimise production efficiency, reduce costs, and meet delivery deadlines. |
| REPORTING STRUCTURE |
| Reports to | Site Planning Manager |
| Direct & indirect reports | Yes |
| Key internal stakeholders | Walkers Deli & Sausage Co. Department |
| Key external stakeholders | Walkers Deli & Sausage Co. Customer base |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * **Production Scheduling**: Develop, implement, and maintain production schedules based on demand forecasts, inventory levels, and production capacity. Ensure on-time delivery while optimising resource utilisation.
* **Inventory Management**: Monitor and manage finished goods inventory levels to avoid shortages or overstocking. Work with supply chain teams to align inventory with production needs.
* **Capacity Planning**: Analyse production capacity and forecast future production needs based on sales forecasts, historical data, and market trends. Make recommendations for additional capacity or adjustments to shift schedules as needed.
* **Process Improvement**: Continuously evaluate and improve production planning processes to increase efficiency, reduce lead times, and minimise costs.
* **Cross-Department Coordination**: Collaborate with other departments, including procurement, engineering, sales, and logistics, to ensure production processes align with overall business goals and customer requirements.
* **Problem-Solving & Troubleshooting**: Address production issues, such as material shortages, equipment breakdowns, or unexpected demand spikes, by developing and implementing corrective action plans.
* **Reporting & Analysis**: Prepare regular reports on production performance and adherence to plan.
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| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE |
| Qualifications | * 5 GCSE’s or equivalent including Maths & English.
* 2 A Levels
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| Experience | * A minimum of 3 years’ experience of Production planning

(ideally from a FMCG background)* Proven managerial experience
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| Skills/ Knowledge | * Outstanding communication and leadership skills
* Proficient use of Word and Excel, advanced Excel knowledge would be an advantage
* Understanding of inventory management systems
* Understanding of forecasting systems
* Analytical mind with excellent problem-solving skills
* Proficiency in production planning software (e.g., Preactor, System 21, Microsoft Dynamics), Excel, and ERP systems. Familiarity with MRP.
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| PERSONAL ATTRIBUTES & BEHAVIOURS |
| * Commercially focused
* The ability to work flexible hours in line with business needs
* Capable of working on own initiative with a flexible ‘can do’ attitude
* Data driven and KPI focused
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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 metMonitors process, progress and results for team and self |
| Collaborative Team Working | Fosters communication, idea and resource sharing across the team  |
| 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  |

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| Customer Focus | Understands and anticipates current and future customer needs  |