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|  ROLE PROFILE |
| Job title | Materials Planner | Date | 2024 |
| Business |  |
| Department | Supply Chain |
| Location |  |
| ROLE SUMMARY  |
| To control and purchase raw materials  |
| REPORTING STRUCTURE |
| Reports to | Materials Planning Manager |
| Direct & indirect reports | Supply Chain - Production |
| Key internal stakeholders |  |
| Key external stakeholders | All suppliers |
| SKILLS & ABILITIES  |
| Leadership* Act as a role model for the Samworth Brothers Values and Ways of Working and encourage teams to share in our Purpose of “We do GOOD things with GREAT food”.
* Work collaboratively with the leaders and managers of the business to build a values-based culture, delivering on the Culture Framework and ensuring that results are achieved with people at the heart of every decision, and consistent focus is given to providing a positive experience for Colleagues.
* Build good relationships and treat everyone equally and with respect.
* Support your colleagues through change, encouraging them to view change as a necessary and valuable part of business progress.
* Pro-actively take on personal responsibility and accountability to fully understand challenges, seek solutions, and work collaboratively. Look to Line Manager for guidance as appropriate.
* Continually look to improve own performance and capability by linking personal objectives to support the business, and seeks learning and development opportunities.

Health & Safety* Follow safety, health and environmental procedures and contribute to ensuring these are well managed. This includes identifying and assessing hazards, near miss reporting, escalation of significant issues in a timely manner, contributing to the delivery and improvement of our responsible business plan.
* Set a good example of responsible behaviour. Challenge any unsafe behaviours and lead the teams to improve standards.

Planning & Supply Chain * Working to an agreed rolling forecast, purchase materials for use by operations, in accordance with supplier contract terms.
* Communicate information, data and feedback to other departments and stakeholders in the format required by them.
* Ensure that operations stakeholders are kept fully informed on inbound materials, as well as giving prompt notification of any delays, shorts or others supply issues.
* Contribute to the delivery of service levels in line with customer requirements and site strategy.
* Ensure stock inventory is managed to minimise costs and optimise service, controlling information and material flow on-time and in-full.
* 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.
* 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 in meetings.
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| KNOWLEDGE & UNDERSTANDING |
| Leadership* Demonstrate an understanding of your role and how you are a role model for the Samworth Brothers Values and Ways of Working.
* Have an understanding of the business you work for including an awareness of the part other functions play.
* Show an awareness of operational objectives and the goals of other functions and departments to foster collaboration and mutual support for progress.
* Show a flexible approach to change, understanding how it plays a critical part in ongoing success.
* Know how to effectively prioritise own workload, and escalate issues as appropriate, taking a solution orientated approach.
* Understand the importance of continued personal and professional development (CPD).

Health & Safety* Demonstrate the required understanding of the relevant Health & Safety and environmental management procedures.

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 site storage capacity and constraints.
* Understand what information is critical, and how and when to escalate issues appropriately.
* Have a good understanding of the KPI's and objectives across the wider operation.
* Knowledge of how to recognise and manage significant order variations, and when to escalate to Materials Planning Manager.
* Have a good working knowledge of the stock management IT systems and processes.
* Knows the product, ingredient, and materials inventory in detail.
* Full working knowledge of other 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.
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| QUALIFICATIONS |
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| 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.* |