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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. | | | |
| 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. | | | |
| 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.* | | |