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| ROLE PROFILE | | | |
| Job title | Senior Materials Planner | Date | 24/3/25 |
| Business | Walker & Son | | |
| Department | Supply Chain | | |
| Location | 200 Madelaine Road, Beaumont Leys, Leicester, LE4 1EX | | |
| ROLE SUMMARY | | | |
| Supporting the Material Planning team to ensure that the supply of materials meet the production schedule and minimum stock levels to ensure operational and production continuity. Able to deliver efficient, effective and flexible solutions to meet production requirements. Maintains strong relationships both internally and externally to ensure supply of materials meets requirements. Decisions and results have an impact on the function and their success. Performance affects the function’s image. To always exhibit and promote the Samworth Brothers Values and Purpose. To deputise for the Materials Planning Manager in their absence on day-to-day matters.  Represent the Materials Team in all NPD/EPD/Feasibility meetings, placing orders for pre-production trials and first orders for launch, ensuring deliveries are on track as expected. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Materials Planning Manager | | |
| Direct & indirect reports | N/A | | |
| Key internal stakeholders | Material Planning, Production Planning, Production, Procurement, Commercial, NPD, Finance, Technical, Quality | | |
| Key external stakeholders | Suppliers, Warehouses, Transport and Samworth Brothers Group | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * Supporting & coaching the team of Material Planners. Leading by example. * First point of escalation within the team to support & resolve supply issues. * Schedule and control the supply of materials to meet production requirements and minimum stock levels. Short – Medium – Long Term. * Manage key stakeholders internally / externally in a professional, clear, concise manner. * Lead activities to improve supplier performance. Working with suppliers and internal teams. * Identify & escalate issues which could impact production due to material supply issues. * Monitor waste and reasons for service issues and develop an action plan against these issues. * Evaluate processes and actively plan, develop, and implement improvements. * Adhere to any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors. * Drive continuous improvement & business improvement plans. * Represent the Planning team in feasibility to launch meetings and ensure materials are ordered to correct MOQs/lead-times, working closely with the NPD team to ensure MOQs/lead-times and life suit revised usages & flagging any issues prior to first order. * Montor, flag & resolve any capacity constraints in good time. | | | |
| 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 to 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. * Have 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. | | | |
| QUALIFICATIONS | | | |
| We believe that success is built upon collaboration and diverse perspectives. At Samworth Brothers, we welcome candidates who are passionate about working together to achieve greatness. As a valued member of our team, you will bring the following skills and experience: -   * Extensive knowledge of MRP/ERP systems. * Experience in materials scheduling/purchasing position for manufacturing, preferably within food manufacturing environment. * Excellent communication skills both verbal and written. * Organisational and prioritisation skills and ability to respond rapidly to changes in priorities. * Logical and rational thinking. * Is resilient, assertive, optimistic and open to change. * Exceptional attention to details. * Good team working skills. * Problem solving & decision-making skills. * Ability to use Word, and Excel. | | | |
| 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 always treated with dignity and respect.* | | |
| 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 because 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.* | | |