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| ROLE PROFILE |

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| Job title | Materials Planning Manager | Date | 2024 |

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| Business |  |
| Department | Supply Chain |
| Location |  |

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| ROLE SUMMARY |
| ***To manage the material flow through the manufacturing process through a team of material planners, ensuring OTIF for all plans. To manage all material activity relating to launch and delist and manage stock control teams to ensure accuracy.*** |
| REPORTING STRUCTURE |

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| Reports to | Supply Chain Manager |
| Direct & indirect reports | Material Planner |
| Key internal stakeholders | Supply Chain, Operations, Commercial, Technical, Procurement, NPD |
| Key external stakeholders | Supplier Base, Customer Base |

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| **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 ensuring everyone in the team is treated equally and with respect. Ensure relations between own department and others are positive, and build effective relationships with key internal and external stakeholders. * Lead the team through change, co-ordinating with managers of other areas to identify ways to maximise benefit and minimise any negative impact. Encourage the view that change is 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. Provide cover for Line Manager as required. * Continually look to improve own performance and capability by linking personal objectives to support the business, and seeks learning and development opportunities.   Health & Safety   * Ensure continuous compliance with health & safety, and environmental, procedures and good practices. * Ensure that all colleagues are aware of the hazards in the workplace and that risk assessments are considered for all activities; routine and non-routine. * Act as part of a pro-active team to undertake safety audits, ensuring that matters identified are closed against agreed timescales. * Set a good example of responsible behaviour. Challenge any unsafe behaviours and lead the teams to improve standards.   Planning & Supply Chain   * Oversee and approve the creation of rolling forecast of materials requirements and purchasing plans, taking into account customer orders, production plans, supplier terms and site storage capacity and constraints. * Be involved with planning for new product launches, promotional activities, and operational projects by ensuring forecasts and purchasing plans fully support these activities. * Work closely with the Production Planning Manager to ensure that capacity plans do not breach on site storage restrictions. * Analyse and evaluate available operation data to identify opportunities within the department to increase profitability and/or enhance performance, create action plans, and drive progress through structured meetings. * Take information, data, and feedback from a wide variety of sources, analyse and convert into useful insight in relevant format(s) to share with stakeholders and contribute to broader business plans. * 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. * Work closely with colleagues in Procurement to manage the supply base - assist with supplier relationships including onboarding new suppliers and provide feedback as relevant. * Positively manage relationships with suppliers, and be able to give feedback, challenge and resolve issues in a collaborative way as required. * At the feasibility stage, work with Procurement and NPD to ensure that materials cost efficiencies, minimum order quantity and product life are established to ensure minimal waste. * Contribute to the delivery of service levels in line with customer requirements and site strategy. * Oversee stock inventory to minimise costs and optimise service. * Coach and lead on continuous improvement initiatives and targeted Profit Improvement Plans (PIP's) through teams to realise opportunities, establish and embed best practice, and achieve tangible business results. * Monitor the use of technology and systems in the department so that ways of working are effective and in alignment with agreed process and governance. Champion the introduction of new technology and processes, also ensuring that the required new behaviours are fully embedded within the team.   People Management   * Ensure communication channels within the team are robust and deliver relevant information in a timely manner which involves and engages all colleagues. * Address any Employee Relations (ER) issues promptly and in line with Company values, People policies and processes, and best practice. * Manage the team in line with Company rules and Working Time Directive, taking a forward-thinking and supportive approach to the management of colleague leave, breaks and working hours. * Be accountable for overall attendance and wellbeing across the department. Manage complex and long-term absence cases with support from People team and Occupational Health. Ensure that colleague wellbeing is a clear priority for the team and encourage an open and supportive culture. * Monitor progress of the team against the overall development and succession plans, supporting individual colleague development by offering opportunities for them to develop their experience, knowledge and skills taking into account their Personal Development Plans (PDP's) and departmental succession plans. * Routinely review team and individual performance, adopting strategies to enhance results through positive recognition and motivation, or, where a pattern of unsatisfactory performance persists, to challenge through a fair and objective formal process. * Develop a high performing team through effective people management and development, recruitment, retention, and succession planning, using the toolkit of People processes and practices. Be pro-active in creating a culture in which each colleague feels that they matter. Review exit interview responses and take appropriate action. * Communicate effectively and with clarity, using written, verbal, and digital means, and adjusting tone and approach according to the audience and context. Appropriately manage confidentiality and sensitive information. * Lead routine departmental briefings and contribute to cross-functional and inter-departmental meetings. Ensure that information is effectively cascaded. Prepare material for departmental team briefings to ensure messages are clear, relevant, and positioned positively. |
| **KNOWLEDGE & UNDERSTANDING** |
| Leadership   * Demonstrate understanding of your role and how, as line manager, you are a role model for the Samworth Brothers Values and Ways of Working. * Demonstrate knowledge of the Culture Framework and how it is delivered in the business. * Have understanding of the broader business outside of own function and the interdependencies between own department and others. * Demonstrate an awareness of operational objectives and the goals of other functions and departments to foster collaboration and mutual support for progress. * Demonstrate an understanding of how to lead and support change. * Know how to use forward planning to mitigate risk and enhance efficiency, and can apply problem-solving skills in a fast-paced production environment. * Understand the importance of continued personal and professional development (CPD).   Health & Safety   * Have knowledge of the Health & Safety and Environmental management procedures: - Safe Systems of Work, Risk Assessment, Accident Investigation & Reporting, Auditing Skills, Near Miss System, COSHH, Emergency procedures and behavioural safety approach. * Demonstrate knowledge of environmental sustainability and how relevant factors at play in the operation are managed. * Know how to use the Health & Safety and environmental management system. * Demonstrate understanding of own responsibilities as a manager of health, safety, and environment as per Company policy. * Know the Occupational Health control measures relevant to site operational areas and own team.   Planning & Supply Chain   * Know how to analyse information on all relevant IT software programmes and tools. * 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, and how to convert data from one format to another required format. * Know how to make effective decisions - gather and analyse facts objectively and form a clear judgement, without bias and challenging accepted thinking where necessary. * Have a good understanding of the production planning methodology and production materials requirements, as well as site storage capacity and constraints. * Have awareness of the production capacity plan for the operation. * Understand the NPD 'Gate Process' by which new products are developed, from feasibility through launch to post launch review. * Know how to engage in a solution-focussed discussion, using pertinent questions to gain further understanding of a stakeholder's needs and position. Understands how to challenge positively and/or adapt perspective as a discussion presents new information. * Have a good understanding of the KPI's and objectives across the wider operation. * Understand how the Procurement function operates to engage the right suppliers and ensure cost efficiencies, continuity of supply and mitigation of risk. * Have a good working knowledge of throughput volumes, yields and operational processes. * Full working knowledge of off-site storage facilities and other service providers. * Knowledge of how to recognise and manage significant order variations v sales order forecast quantities, and when to escalate to Supply Chain Manager. * Have a good working knowledge of the stock management IT systems and processes. * Know the product, ingredient, and materials inventory in detail. * Full working knowledge of relevant IT systems and software tools.   People Management   * Know how to manage people in a respectful, fair, and inclusive way in line with our Values. * Demonstrate knowledge and understanding of the Samworth Brothers People Policies and Processes, job roles and structure, and People Portal system. * Know how to manage in line with the Working Time Directive, Company policy and rules on working hours, as well as the Ethical Trade Initiative (ETI) Base Code. * Know how to apply the absence management policy and processes in a pro-active and supportive way to enhance colleague attendance. * Understand the factors which impact colleague wellbeing and knows how to support colleagues in ways which balance with business needs, and how to signpost to additional support when needed. * Know how to use the Samworth Brothers Performance Enhancement process including Ways of Working, Learning Toolkit and training and development opportunities. * Understanding of how to use a coaching style to support others to take ownership of their challenges, solutions, and achievements. * Know how to conduct a fair and equitable selection process, mitigating personal bias, to hire the most suitable candidate for the requirements of the role. * Demonstrate knowledge and understanding of the Samworth Brothers Recruitment tools and process, talent & succession toolkit and exit interviews process. * Understanding of how to communicate effectively, the importance of active listening and clear feedback to ensure effective communications in the workplace. * Have good levels of literacy; is able to write and produce reports and documentation relevant for the role. |
| **QUALIFICATIONS** |
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |

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| **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.* |
| People Management | *The ability to understand people and their motivations, build good relationships with them and help them unlock their full potential.* |
| Empowering Others | *Creates an environment where people feel required and enabled to take ownership and responsibility.* |
| Coaching for Performance | *The ability to help others achieve more through two-way feedback, clear direction and enabling.* |
| Analysis & Planning | *The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |