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|  ROLE PROFILE |
| Job title | Materials Planning Manager | Date | March 2022 |
| Business | Samworth Brothers |
| Department | Planning |
| Location | The Cornwall Bakery, Callington |
| ROLE SUMMARY  |
| To manage our Materials Supply and coordinate activities with the rest of the Supply Chain, Operations and Business Teams in the delivery of excellent customer service at optimum cost. Manage activities with the Bakery, Commercial Teams, Procurement and suppliers for the delivery and management of materials, profitable bakery production and the minimisation of customer service material risks. |
| REPORTING STRUCTURE |
| Reports to | Supply Chain Manager |
| Deputy | Materials Planner |
| Direct & indirect reports | MRP Planners,  |
| Key internal stakeholders | Demand Planning Manager, Production Planning Manager, Ops Teams, Logistics Team, Group Procurement Team |
| Key external stakeholders | Suppliers, Customers |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Direct responsibility for the management and development of Materials Planners to effectively train, evaluate, motivate, delegate and support their activities including. Train and coach team members in materials planning and inventory management.
* Ensure all forecasts and purchase orders are provided to suppliers in a timely manner to target 100% material availability for the bakery’s production schedules. Monitor supplier adherence to delivery requirements, and escalate any potential supply risks to production.
* Work with site, procurement and bakery teams to resolve raw material and packaging supply and quality problems. Mitigate supply risks where possible.
* Communicate and meet with suppliers to discuss demand, supplier delivery performance, process and improvement opportunities. Develop and lead regular supplier reviews.
* Support Group Procurement with forecast information and service level requirements to support contract negotiations and supplier management.
* Lead/Support the Materials Planning team in the development of an agile supplier base. Understand supplier requirements and supply chains.
* Plan and coordinate with supplier’s material requirements for promotional, seasonal and new product launches.
* Champion and drive a Continuous Improvement mind-set in the Materials Planning Team and support the Continuous Improvement culture being adopted across the site. Identify improvement opportunities and implement actions to realise the gain. Always seeking new ways to deliver improvements in quality, materials inventory, waste and costs.
* Work with the Procurement Team and Suppliers to establish a leaner and more agile upstream supply chain
* Ensure Material Planning processes are constantly reviewed and refined to improve performance
* Regularly review material and stock reports, measure performance and develop and agree actions with the Senior Management Team
* Rigorously and continuously review all the parameters within the Materials Planning Systems ensuring all tools are updated and accurate in line with new product launches and de-lists. Maintain and develop current tools and systems.
* Deliver accurate, concise and punctual functional reporting including the generation and publication of the departments KPI scorecard (Dashboard), Overdue orders, inventory levels, obsolete stock, updates on supply risks
* Ensure collaborative planning with supply chain, procurement, commercial and bakery teams on day to day issues
* Know, understand and apply QA procedures, standards, legal requirements, supplier and customer specifications
* Work with the site Warehouse and finance on stock levels and identifying and managing at risk raw materials
* Take active roles in Supply Chain Projects where appropriate
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Degree (Business related) Level Education or equivalent qualification/experience (preferred but equivalent workplace experience will be considered)
* Advanced Excel and intermediary PowerPoint and Microsoft Word skills
* Materials Planning/Scheduling Supervisory experience within a chilled food manufacturing environment
* Knowledge of TOC and/or Lean Manufacturing principles
* Experience of system implementations and development
* Track record of executing and sustaining inventory reduction and customer service optimisation
* Strong organisational ability and numeracy skills
* Strong communication/presentation skills, verbal and written
* Data and statistical analysis
* Group facilitation and chairing skills
* All relevant site/area policies, procedures and practices
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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 | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| 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 PQP and Federalism.* |
| 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 PQP and Federalism.* |
| People Management | *The ability to understand people and their motivations, build good relationships with them and help them unlock their 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.* |