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|  ROLE PROFILE |
| Job title | Production Planner | Date | 2024 |
| Business | Walker & Sons |
| Department | Supply Chain |
| Location | Leicester |
| ROLE SUMMARY  |
| To provide achievable plans for the bakery to support customer OTIF targets. To support CI initiatives across the bakery as well as within the supply chain team. To manage and report supply chain KPI’s to ensure business goals are achieved. |
| REPORTING STRUCTURE |
| Reports to | Senior Production Planner / Production Planning Manager |
| Direct & indirect reports | None |
| Key internal stakeholders | Operations, Commercial, NPD, Technical |
| Key external stakeholders | Customer Base |
| 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 takes on personal responsibility to deliver on the requirements of the role, and to keep Line Manager fully informed of progress.
* 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 * Create manufacturing plans which prioritise overall efficiency and cost control, taking into account all business functions and interdependencies.
* Communicate information, data and feedback to other departments and stakeholders in the format required by them.
* 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.
* Receive, clarify, and communicate customer orders, feeding information accurately into the production schedule. Liaise with logistics and production stakeholders to ensure correct orders are received at depot in a timely manner, taking responsibility for communicating any changes to agreed timeframes, quantities etc.
* Deliver service levels in line with customer requirements and site strategy.
* 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.
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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.
* Demonstrate 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 processes and practices of each production department and how each run most effectively and efficiently.
* Full working knowledge of depot outload time and service level agreement (SLA) procedures for SBSC and/or third-party hauliers and other service providers.
* Knowledge of how to recognise and manage significant order variations v sales order forecast quantities, and when to escalate to senior colleagues.
* Understanding of the relevant customer supply chain databases and how orders are managed within these systems.
* Good working knowledge of 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.* |