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| Pro the finer details Which site am I based at?  Isleport, Acorn House  Which team am I a part of?  CDPR (Supply Chain)  Who do I report to?  Production Planning Manager  Who do I look after?  N/A  Team size?  N/A  Do you have responsibility for a budget  No qualifications & experience **Essential:**   * Good academic level of education. * Experience of Production Planning in a multi-sku FMCG business. * Confident Communicator * Excellent IT skills & MS Office skills. * Excellent numeracy & literacy skills. * Effective time management skills.   **Desirable:**   * Experience of MS Dynamics * Short shelf life Food industry experience. * Smart sheet and other Microsoft packages. | Production Plannerjob description**the purpose of your role** Working as integral team member for the Customer Demand, Planning & Replenishment Team.  You are responsible for delivery of effective production plans and schedules to achieve the best possible customer service whilst supporting optimised manufacture and use of materials.  **Your responsibilities:**   * Through effective use of existing software systems optimise production plans and schedules to ensure the cost effective achievement of the customer demand forecast whilst minimising the risk of redundant materials and finished goods      * Through effective collaboration with supply chain colleagues, ensure the effective supply of packaging, materials, and ingredients to the manufacturing sites to meet the production plan. * Through effective collaboration with the manufacturing and replenishment operations optimise production plans to enhance customer service and avoid waste of materials and resources. * Maintain, optimise, and exploit all current systems and software * Produce accurate, reliable, and timely reports and analysis to advise the wider business of current performance and any risks to performance. * To provide the liaison for any issues arising during the shift, and escalate any significant risks and impacts to plan achievement which may result in a significant impact to customer service. * Build and maintain excellent relationships, confidence and trust with internal teams. To create shared understanding and effective solutions. * To provide out of hours support for the manufacturing operations whilst on shift. * To provide effective flexible cover for all holidays and absence necessary to support the effective operation of the Production Planning function.  **What good looks like for this role:**Ability to analyse data and provide insights for improvements / enhancementsAdapts to changing circumstances.Able to work as part of a team, upholds the ethics and values of the business and demonstrates integrity.Makes a positive personal impression on others. Gains clear agreement and commitment from others by collaborating and sharing ideas and best practiceDemonstrates an interest in others, adapts to the team and builds team spirit, recognises and rewards the contribution of others. Listens and consults others communicating proactively.Good understanding of production planning disciplines preferably within FMCG environmentAble to resolve complex challenges in short timeframesAbility to analyse data and provide insights for improvements / enhancementsAdapts to changing circumstances.Aligned to the Company’s values and leadership principles:**Everyone is the same**; We’re all human, with similar needsHumble, high performing leadership; We don’t rely on hierarchies and have high expectations of ourselves**Transparency**; We share as much information as possibleListen first; We actively seek feedback from as many colleagues as possible on our performance, the business and the work experience**Inclusivity**; We value the contribution that every individual can make -bringing different skills, perspectives, personalities and cultures to help our business flourish**Trust**; We have faith in each other to do the right thing**Good humour and generosity**; Working here should be fun, we recognise the importance of small acts of generosity, celebrating success and focusing on the value of spend and not just the cost |

### HR use

Date of last review: Job reference no: Job level:

Job family: