

Job Description

Job Title	Operations Planner
Job Holder	
Reports To	Senior Operations Planner
Location	Billingham
Date	September 2019
Grade	32

Job Purpose

To plan and deliver day to day production plans and support activities to ensure that plans are in place far enough in advance to support business goals. To be the day to day focal point in Manufacturing/Engineering planning and to escalate any issues should they arise. To deliver the Business Asset Plan in line with the agreed plan.

Dimensions

Turnover	£100 million
Site Numbers	700
No of staff reporting to individual	0
Forward work plan	0 to 4 months

Principal Accountabilities

1. Scheduling of changeover and production/maintenance plans, to ensure that all the necessary inputs (such as access requirements, materials, equipment, resources, etc) have been considered and will be available.
2. In line with Manufacturing and Engineering plan of resources (equipment, people etc..) are visible to ensure best utilisation to meet business goals
3. To ensure the needs of co-ordination of cross-functional activities are taken into consideration and are planned appropriately.
4. Provide timely resolution of arising operational issues and be the focal point on a day to day basis.
5. Operate an effective plan-do-review cycle. When required provide regular feedback regarding the status of plans, work requests and completion promises.
6. Take ownership of planning resource's e.g. equipment/visible displays and planning systems e.g. Primavera and SAP.
7. Provide production performance information and metrics to Operations Management.
8. Facilitate positive change in operations planning by proactively leading department initiatives as a change agent. Use LSS skills to identify potential opportunities for efficiency improvement
9. Promote, monitor and drive adherence to SHE, GMP into the schedule.
10. To ensure the daily Production PDR meeting, taking actions where appropriate and escalating issues if necessary.
11. To deputise and cover for other Operations Planners.

Competencies:

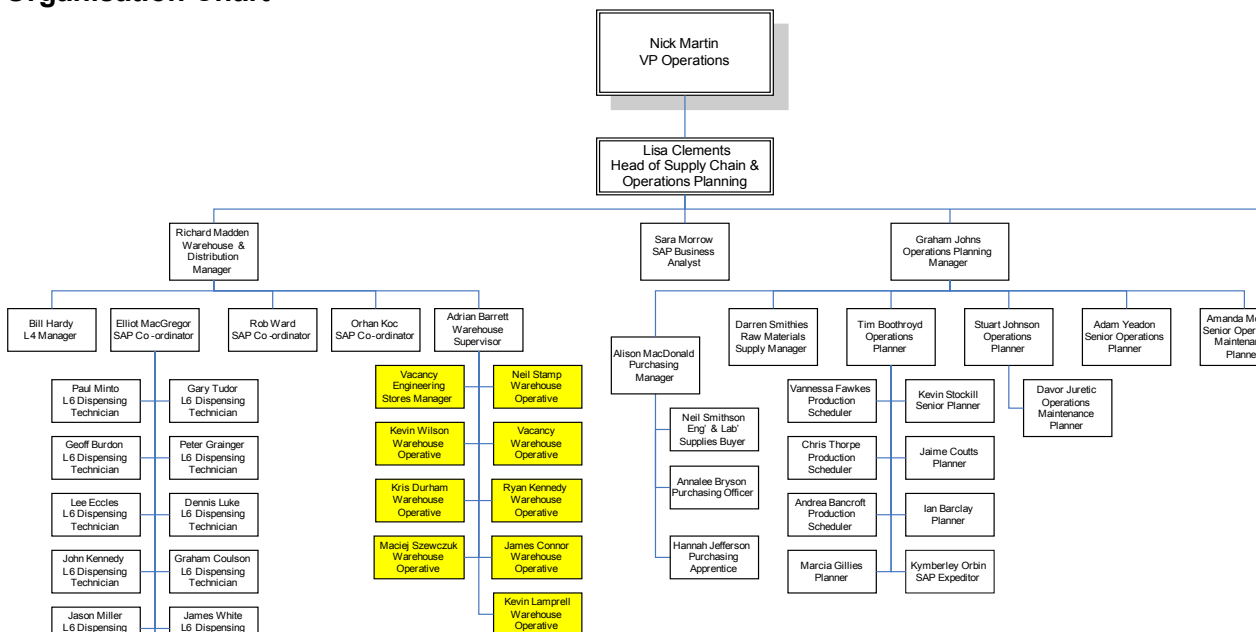
Level: Core

Assessed: Planning, Customer Focus, Relationship Building, Change Leadership and Analytical Thinking.



Special Features – The Operations Planner is a key part of the Supply Chain Operations Planning Team, which will provide essential support on a day by day basis. It is vital to ensuring business milestones are met and we support all the business objectives. The job holder must be able to work effectively in a multi-functional environment, understanding wider business implications and prioritise activities appropriately, sometimes working under strict deadlines is a requirement. The job holder is expected to maintain current systems but to have a view and goal to enhance and develop the current planning systems whilst utilising their knowledge and experience to discover opportunities for improvement and to drive change. Communication will be vital in this role to ensure all Key Stakeholders are informed of current status for the team and for business requirements. This job holder must have a minimum of 3 year experience within a Supply Chain or Planning Function, and be able to demonstrate the ability to plan within Primavera. The use of SAP would be an advantage but training will be given.

Organisation Chart



Signatures

Job Holder: Date:

Manager: Date:

Revision Table

Revision History	Date of Update	Authoriser
Revision 1	11 July 2018	D Chesworth
Revision 2	01 April 2019	A Dickson

Revision History – Amended due to revised Behavioural Competency Framework