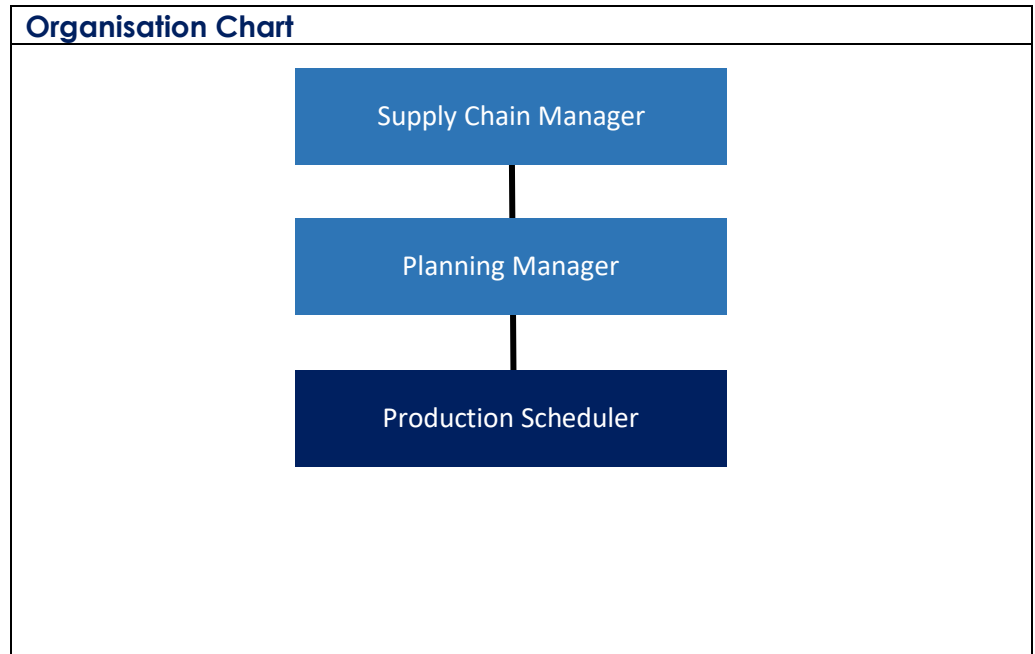


Role Description

Job Title	Production Planner/Scheduler
Line Manager	Planning Manager
Department	Manufacture
Evaluated Job Grade: Weekly Monthly Manager Director Executive	Weekly
No of direct reports	
Location	PFM Site
Purpose Use the principles of OPEX to schedule all factory activity across a 1-to-2-week window	



Key Accountabilities:

Leadership

- Safety is a condition. Schedule all activities in a way that permits safe manufacture for all site teams.

People

- Communicate effectively with key internal stakeholders; Planning, Operations, Engineering, Technical, OPEX, R&D etc. on risks, issues and key changes required to deliver optimised customer service at the lowest cost.

Sincerity

Humility

Discipline

Simplicity

Determination

Availability

Ownership

“Delivering business success through our people”

Excellent Results

- Schedule all site activity and ensure schedules are sufficient to deliver customer service level targets.
- Optimise product sequences, volumes, allergen sequences, maintenance windows, training events and new product trials to drive improved business performance across the balanced scorecard.
- Alongside Operation teams, plan site labour requirement to deliver production plans.
- Create and continuously improve ideal production sequences that optimise delivery at the lowest cost.
- Build strong relationships with the site Operations team. Utilise these relationships to solve problems quickly & effectively.
- Build strong relationships with customer supply chain contacts. Utilise these relationships to optimise product flow across the end-to-end supply chain.

Standard Work & Problem Solving

- Document planning standards, raise standards, and confirm standard work daily.
- Create and maintain master performance data sets for all SKUs and all processes.
- Identify key problems areas and set targets to improve planning effectiveness.
- Use data analysis to make problems visible, quantifiable and to guide decisions.
- Ensure planning systems are optimised to drive effective and efficient planning, scheduling and material call off.
- Identify repeat problems within Operations and work with the Operations team to root cause and countermeasure.
- Use data analysis to make problems visible, quantifiable and to guide decisions.

Skills & Knowledge	Essential / Desirable
<ul style="list-style-type: none"> • Experience in a FMCG Industry, ideally in a planning or scheduling role. • Understanding of OPEX and it's use in optimising production schedules. • Experience in production Planning & Scheduling with an in depth understanding of planning systems and their optimisation. • Strong communication skills and the ability to influence multiple levels of the site and customers. • Strong analytical & problem-solving skills. • Advanced Excel capability • Working Knowledge of SAP & Innova or similar manufacturing systems 	<ul style="list-style-type: none"> • Desirable • Desirable • Essential • Essential • Essential • Essential • Desirable

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Qualifications [Accredited]	Essential / Desirable
<ul style="list-style-type: none"> Degree in Manufacture / Engineering / Science or another appropriate discipline. 	<ul style="list-style-type: none"> Desirable

Ideal Behaviours

- Listens to others and builds trust among colleagues.
- Disciplined and decisive, does not get distracted away from scheduling priorities.
- Courageous, able to speak up even if it feels uncomfortable to do so and ask for help when an impasse is reached.
- Takes ownership for creating the right schedule to satisfy the business and all key stakeholders.
- Available to support issues from other functions especially manufacturing.
- Collaborative and dynamic when problem solving.
- Continuously looks to simplify how Operations is scheduled.
- Live our values to an exemplary level.

Document Control

File name	Production Scheduler	Revision	V1.0
Written By	David Dunne	Date	15.12.22
Approved By	Dawn Eachus	Date	30.01.23

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