



Job Title	Material Controller
Job Level	4B
Location	SBP
Business Unit	Group Packaging & Supply Chain
Function	Supply Chain
Leader	Material Control Team Leader
People Leadership	N/A
Role Purpose	
<p>Manage the creation of supplier schedules and purchase orders for packaging materials in line with the MRP schedule, ensuring continuity of supply to the production lines in support of desired customer service levels whilst minimising obsolescence risk and stock holding costs.</p>	
Responsibilities	
<ul style="list-style-type: none"> • Plan and call off packaging materials to deliver the production schedules across bottling halls, distilleries and subcontractors in Scotland, whilst keeping within agreed stock and value targets • Liaise with suppliers to proactively identify any potential supply issues, ensure supplier capacity is available to meet demand, escalate to Procurement as per agreed policy and raise service defect reports for non-compliance versus contract. • Control the costs of stock holding in line with agreed policies whilst ensuring continuity in the production lines, as well as manage the reconciliation of paid and committed stock held externally at the suppliers site as per the agreed process, ensuring that stock levels are within the agreed parameters, obsolescence is minimised and invoice queries resolved in a timely manner • Accountable for managing, reporting and reviewing Company KPI's relevant to Material Control, ensuring timelines and targets are met • Maintain standing data within ERP to optimise the running of MRP including managing part revisions, phase in/out dates, material part status and purchase orders/call-offs. Responsible for the set up and approval of new material parts in the ERP system as per the NPD part creation process ensuring adherence to agreed service levels. • Actively participate in Daily Operating Rhythm meeting to manage impact of changes to agreed plan • Build collaborative relationships with key internal stakeholders across the OBU including Factory Warehouses, Production, Procurement and Supply Chain to ensure all issues, risks and opportunities are recognised and subsequent impact to Material Control is understood and actioned to support the business needs • Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy 	
Values	



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be a part of a much larger system.

Planning and Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones

Coping with Pressures and Setbacks

- Works productively in a pressurised environment
- Keeps emotions under control during difficult situations Handles criticism well and learns from it
- Balances the demands of a work life and a personal life. Maintains a positive outlook at work. Handles criticism well and learns from it.

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Deciding and Initiating Action

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative, acts with confidence and works,
- Initiates and generates activity

Persuading and Influencing

- Makes a strong personal impression on others
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others Makes effective use of political processes to influence and persuade others

Skills and Qualifications:



Essential:

- Educated to degree level or qualified by experience
- Understanding of end-to-end supply chain processes and procedures gained in an FMCG or equivalent environment.
- Ability to work in a fast-paced environment with a passion and commitment to deliver continuous improvement
- Pragmatic problem solver with the ability to contend and deliver with conflicting priorities
- Self-starter with ability to work alone or part of a wider team
- High competency in Microsoft applications (Excel, Word, Visio and SharePoint) and ERP systems

Desirable:

- Experience of being part of a supplier facing operation, preferably in the FMCG industry
- Experience of supplier management; relationship forming, managing performance, service level negotiations, as well as influencing and engaging with all levels of a business, globally
- Commercial and financial awareness to ensure cost impact of material changes are understood
- Working understanding of modern advanced planning & scheduling techniques

Created by:	Julie Boswell
Date:	9 th November 2021
HRBP:	Michelle McAree
Date of last revision:	9 th November 2021