



Job Title	Material Planner
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>Lead the materials volume planning process as part of S&OP ensuring demand changes are proactively understood and suppliers have capacity and materials to support the supply control phased production plan in support of desired customer service levels, whilst minimising obsolescence risk and stock holding costs.</p>	
Responsibilities	
<ul style="list-style-type: none"> • Lead the supplier volume planning process, validating for completeness and sharing the material forecasts and vendor schedule report in line with the S&OP cycle • Design, implement and monitor the material stock policy and replenishment model for key commodities • Maintain and monitor service level agreements with key vendors, covering batch sizes, frequency of makes, campaign planning, performance management, stocking policies and lead-times in line with contractual terms • Ensure relevant material planning procedures and rules are adhered to and implemented as per the AP&S process to optimise service to internal stakeholders such as production, spirit and production scheduling • Accountable for managing, reporting and reviewing Company KPI's relevant to Material Management, ensuring timelines and targets are met • Active participation in Daily Operating Rhythm meetings to manage impact of changes to agreed plan • Manage and drive resolution for issues ensuring escalation to category management as per the defined policy. Provide analytical support to Material Controllers for those suppliers where we are doing pro-active capacity management • Participate in projects to integrate new Businesses or develop new brands as required to ensure delivery on time in full to agreed budget • 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/ Advanced Planning 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

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