



<b>Job Title</b>	<b>Production Planner</b>
<b>Job Level</b>	4B
<b>Location</b>	SBP
<b>Business Unit</b>	Group Packaging & Supply Chain
<b>Function</b>	Supply Chain
<b>Leader</b>	Planning Team Leader
<b>People Leadership</b>	N/A

### Role Purpose

Responsible for balancing supply and demand through the management of all production and capacity planning activities in line with S&OP, ensuring customer and market requirements are met whilst minimising obsolescence risk, stock holding costs and stabilising production plans

### Responsibilities

- Deliver a short and medium term optimised production schedule utilising advanced planning systems and processes, minimising changeovers on the line whilst meeting customer service targets
- Manage and maintain the production planning master data in the ERP system, ensuring it is of the highest quality to minimise error and deliver accuracy in production schedules, particularly in support of bottling speeds and efficiency
- Ensure relevant production planning procedures and rules are adhered to and implemented as per the AP&S process to optimise service to customers and internal stakeholders such as production, spirit and material planning
- Control the costs of stock holding in line with agreed policies whilst ensuring efficiency in the production lines without impacting on customer service
- Build collaborative relationships with key internal stakeholders across the OBU including Production, Spirit Teams and Supply Chain to ensure all issues, risks and opportunities are recognised and subsequent impact to planning is understood and actioned to support the business needs
- Know and understand demand changes through alignment with the S&OP cycle and make recommendations and take appropriate action to resolve any conflicts
- Accountable for managing, reporting and reviewing Company KPI's relevant to Planning, ensuring timelines and targets are met
- 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
- Comprehensive production/capacity planning knowledge and an understanding of end to end supply chain processes and procedures gained in an FMCG or equivalent environment.
- Working understanding of modern advanced planning & scheduling techniques
- Application of S&OP policies and practices
- Experience of influencing and engaging with all levels of a business, globally
- Competency in Microsoft applications (Excel, Word, Visio and SharePoint) and ERP systems

### Desirable:

- Knowledge of IFS system and processes
- 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
- Ability to work in a fast paced environment with a passion and commitment to deliver continuous improvement



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