

ROLE PROFILE

Job Title	Supply Planner
Business Unit	WG&S UK
Function/Region	Supply Chain
Location	Hook
Leader	Demand and Supply Planning Manager
People Leadership	none
Job Level	4B
Role Purpose Effectively manage finished goods inventory to agreed targets, ensuring a high level of availability for customers whilst controlling working capital. Influence stakeholders to achieve targets and improve Supply Chain performance.	
Accountabilities <ul style="list-style-type: none"> • Monitor and control stock levels including the setting of targets and management of new and delisted SKU's to minimise obsolescence • Support the production of monthly reports on stock position, including Days of Stock calculations and an analysis of slow moving & obsolete stocks and ensure key PSC KPI's are reported and improved • Regularly review safety stock levels for each sku to ensure a high level of availability for customers whilst keeping overall days of stock coverage for the site in line with the agreed targets. • Manage the Supply Chain Brand owner relationship including order and replenishment of brand owner volumes to ensure contractual requirements are met • Support the introduction of new products through liaison with Demand Planning, Customer Service, Commercial, Planning and NDP teams. • Influence key internal supply chain stakeholders and commercial stakeholders to achieve inventory targets and improve Supply Chain performance • Manage stock levels to an agreed number of days of forward forecast and responsible for monthly stock reconciliation 	
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HRBP:	Melissa Thomas
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Role specific competencies and skillset:

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

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

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

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.

Presenting and Communicating Information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

Adapting and Responding to Change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards cultural and religious differences.
- Deals with ambiguity, making positive use of the opportunities it presents.

Company 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

Skills, Qualifications and Experience:

Essential:

- Proven track record of inventory/stock lifecycle management within a multi site FMCG environment.
- IFS/JBA/SAP/ERP systems experience
- Understanding of global supply chain processes and procedures including IBP and S&OP
- Proven ability to analyse and interpret statistical data using ERP system and reporting tools
- Advanced Excel skills

Desirable:

- Knowledge and experience of continuous improvement techniques
- Knowledge of HMR&C, shipping terms and documentation requirements
- Ability to maintain effective working relationships both internally and externally to achieve results
- Pragmatic problem solver with the ability to contend with and deliver conflicting priorities
- Promotes and role models the values
- Establishes trust and influences people positively