

## JOB PROFILE: Operations Planning Manager

<b>INCUMBENT'S NAME</b>	
<b>JOB TITLE</b>	Operations Planning Manager
<b>BUSINESS UNIT</b>	Operations
<b>LOCATION</b>	Maidenhead with frequent (weekly) travel to Uckfield
<b>REPORTS TO</b>	Head of Production Operations
<b>OBJECTIVES / PURPOSE OF JOB</b>	<p>Responsible for the provision, ongoing management &amp; delivery of production operations plan &amp; Master Production Schedule within Scientifica. To support day to day planning activities (materials, resources, de-confliction) ensuring on time in full delivery (OTIF) and right first time (RfT).</p> <p>Management and maintenance of Planning module on company MRP system.</p> <p>Identify, implement and coach others in operations planning best-practice activities to achieve operations KPI's with year on year improvement.</p>
<b>KEY ACTIVITIES / RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Accountable for delivering the overall Operations Plan &amp; Master Production Schedule to meet Sales orderbook requirements.</li> <li>• Oversee the production of finished goods (make to stock) and Sales Orders (make to order) and appropriate schedules for work over short, medium and long term planning horizons, integrating resource planning, materials, estimating and forecasting.</li> <li>• Ensure that a balanced and de-conflicted programme of work is delivered to Production and Test for local scheduling and execution using Rough cut planning techniques.</li> <li>• Ensure timely delivery of production job packs to production team.</li> <li>• Monitor, record and report progress/issues regarding MPS and Sales Orderbook delivery to Head of Production Operations. Report any capability or capacity constraints to allow for priority production decisions to be made.</li> <li>• Provide the direction and management of the operations planning team. Develop the capability and competence of the team driving high performance.</li> <li>• Perform and engage with the cross functional team (Manufacturing Engineering, Purchasing, Materials Management, Production, Test, Sales, Service), and provide production planning leadership as required.</li> <li>• Responsible for the development of 'fit for purpose' Planning procedures, processes &amp; policies working with the Senior Leadership Team, encouraging best practice and a culture of Continuous improvement across all planning &amp; materials management processes.</li> <li>• Monitor and ensure compliance to planning procedures throughout Production Operations team.</li> <li>• Ensure accurate and concise information flow regarding the operations plan at the 'weekly predicted invoice meeting'.</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor, maintain and update SAGE computer records throughout all planning and materials' activities.</li> <li>• Complete month end analysis of Operations/Planning performance and issue reports / KPI's as required.</li> <li>• Support and lead Sales &amp; Operations Planning (S&amp;OP) meeting; update Master Production Schedule when required.</li> <li>• Support the Head of Production Operations to embed and continuously improve standard ways of working across the function.</li> <li>• Support the Head of Production Operations in resource planning of the planning &amp; materials teams.</li> <li>• Undertake reasonable additional duties as requested.</li> <li>• <i>Act in line with our company values: Customer Focused, Teamwork, Quality, Innovative, Passionate, Flexible and Trust.</i></li> </ul>
<b>KEY PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>• Based of annual performance objectives, will include effective leadership, process improvements and savings realised / waste reduction (Lean).</li> </ul>
<b>KEY RELATIONSHIPS</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• All Operations functions</li> <li>• Purchasing</li> <li>• Sales</li> <li>• Sales Admin</li> <li>• Quality</li> <li>• Senior Leadership Team</li> </ul>

## CANDIDATE PROFILE:

<b>QUALIFICATIONS / TRAINING</b>	Educated to A Level / HNC level or equivalent with considerable experience in Production/Manufacturing Operations Planning & Materials Management
<b>EXPERIENCE REQUIRED</b>  <i>(e.g. academia/industry, type of company, what level / types of roles etc.)</i>	<ul style="list-style-type: none"> <li>• Significant experience in similar role working in a production / manufacturing environment</li> <li>• Make to Order and Make to Stock planning experience</li> <li>• Experience using Sage 200 or other MRP system as well as 'pull' visual manufacturing systems</li> <li>• Application of lean / continuous improvement tools &amp; techniques in low volume high value production/manufacturing environment</li> <li>• Manufacturing within an ISO quality management system or equivalent</li> <li>• Proven track record of driving delivery, performance and continuous improvement</li> <li>• Effective people management / leadership</li> </ul>

**COMPETENCIES**

*(knowledge, skills and attributes – including language requirements, ability to travel etc.)*

- Production planning & scheduling background including production project management; PERT and Critical Path analysis.
- Understands & can explain EBQ, MTO, ROP, MPS, MRP etc., philosophies and their benefits to an organisation.
- Business acumen & risk management (SPoF, capacity constraint, etc)
- Ability to maintain a holistic overview of the delivery plan considering lead time & cost
- Drives opportunities for collaborative working utilising total capability & capacity
- Ability to work on own initiative with a pro-active strategic approach to challenges
- Pays attention to detail with high level of customer focus (internal & external)
- Ability to influence individuals and teams to achieve desired goals and objectives
- Excellent & accurate oral and written communication skills
- Highly motivated and able to build close relationships internally and externally to achieve an end goal
- Systems/Process focused approach
- Effective Team player

EMPLOYEE'S ACCEPTANCE

I, [Employee name], agree to accept the Job Description is a guide only and will be periodically reviewed due to the evolving nature of the business. I understand I will be required to take on other tasks and responsibilities from time to time depending on the business needs for this role.

Signed ..... Date .....