

Operations Planning Manager Job Description

| | |
|------------|-----------------------------|
| Job Title | Operations Planning Manager |
| Job Holder | |
| Reports To | Head of Supply Chain |
| Location | Billingham |
| Date | December 2017 |
| Grade | 35 |

Job Purpose

To Manage Supply Chain, Maintenance and Manufacturing planning teams for FDBK. To act as the Primary Operations liaison for business S&OP cycle and other functional planning departments to achieve business objectives. To Manage functional relationships to ensure efficiency and OTIF to Billingham and Wilton. To provide leadership on Supply Chain Change Projects.

Dimensions

| | |
|-------------------------------------|-----------------|
| Turnover | £100 million |
| Site Numbers | 500+ |
| No of staff reporting to individual | 3 |
| Forward work plan | Up to 12 months |

Principal Accountabilities

1. To ensure all the relevant Supply Chain Planning and Purchasing activities undertaken on behalf of FDBK are both GMP compliant and managed with due regard to the required Safety, Health and Environmental Standards.
2. To manage the FDBK manufacturing plan and develop plans to deliver the operations vision Right First Time along with Great Service.
3. Evaluate, select, implement and continually improve an effective planning system for routine use in the Operations team.
4. Lead and develop core planning meetings, with the necessary agenda, input and outputs. Ensure effective planning, common understanding and delivery targets in order to achieve business and asset requirements. Incorporate data generated into the planning system.
5. Ensure effective consideration of decision or delays against any potential business adverse impact.
6. Liaise with various stakeholders to develop plans with a medium-term (up to 12 weeks) forward view, and associated weekly delivery plan. Identify common Key Deliverables to use in the planning function for each programme, communication of plans is key across the business.
7. Drive visible performance management, use KPI's to track progress, monitoring actual performance versus plan promoting awareness to drive improvement.
8. To initiate and lead Supply Chain and Business initiatives to improve the Planning Processes, proactively manage Supply Chain led projects to improve efficiency and longer term planning.
9. To manage, implement and continuously review Purchasing Strategies for key raw materials and consumables ensuring long term business benefits. To ensure Vendor Management processes are followed and used to rate Vendors and improve service.

Competencies

| Competency | Demonstrated Behaviours |
|-------------------------------|---|
| Strategic Thinking | <ul style="list-style-type: none"> • Links day-to-day tasks to a model reflecting a long term perspective. • Develops broad scale, longer term objectives (e.g. affecting a business, department or several departments). • Establishes a course of action to accomplish a long-term goal or vision. • Establishes long-term organisational/departmental goals or projects. • Prepares and reviews contingency plans for problems and situations that might occur. • Determines long-term problems and opportunities. • Shares with others own view of the desirable future state of the business/ department. |
| Flexibility | <ul style="list-style-type: none"> • Modifies own behaviours in response to a situation. • Works around obstacles that prevent completion of projects. • Adjusts behaviour to suit new procedures and systems. • Maintains effectiveness during rapidly changing assignments or priorities. • Changes plans if circumstances dictate. |
| Thoroughness | <ul style="list-style-type: none"> • Follows up incomplete or inadequate answers to pin down the facts. • Acts to reconcile inconsistent forms of data. • Takes action to tie up loose ends. • Checks to ensure data is accurate and sustainable. • Makes sure all necessary tasks have been completed. • Checks work for errors and omissions. |
| Efficiency Orientation | <ul style="list-style-type: none"> • Actively seeks ways of improving current methods, systems, processes and structures. • Finds ways to use time and resources more cost effectively. • Establishes plans to reduce inefficiency. • Actively monitors costs. • Actively reviews schedules to avoid unnecessary 'overruns'. • Questions whether all current activities are necessary to maintain high productivity and quality |
| Strategic Influencing | <ul style="list-style-type: none"> • Lobbies key people to get agreement. • Identifies the different needs of key people and adjusts strategies to influence them. • Is guided by a range of considerations in deciding the best course of action in influencing people (e.g. political, cultural, personal relationships, personal impact and hierarchical positions). • Works with 'informal' as well as formal systems to influence situations. |
| Concerns for Standards | <ul style="list-style-type: none"> • Sets high personal standards as an example. • Explicitly defines consequences of not achieving standards. • Works to meet standards of excellence. • Makes sure that work and/or products are completed in an accurate and timely fashion • Checks on projects to make sure they are being done properly. |

Special Features –

The job holder is the Senior Operations Planning professional within FDBK and as such will provide advice, leadership on GMP Planning and Purchasing issues that affect FDBK. The job holder must have the ability to understand and interpret FDBK business needs to an effective planning system for the Operations function.

An excellent understanding of business requirements and the business S&OP cycle is essential. This person must have a minimum of 5 years experience within a Supply Chain or Planning function.

This person is the site specialist for the use of MRP/ERP systems, and as such will be heavily involved in any upgrades or changes to systems as the business grows, strategic thinking capability will be required to achieve this goal.

This person must be able to build and maintain effective and credible relationships with key stakeholders and across all areas of the business. People management and effective communication is key in this role.

You must possess a strong EHS and quality compliance ethos and will lead by example with consistently high standards and attention to detail.

Hold a recognised LSS qualification would be an advantage but not a requirement.

Signatures

Job Holder: Date:

Manager: Date: