



Capacity Planner – Job Description

(Job Code and Level: MPLCP002)

Definition:

Ensures that the right resource is available internally when required to meet the customer volume demands.

Overall Purpose of the Role:

Responsibility for determining the production capacity needed by an organisation to meet changing demands for its products. Understands how the business operates and plans for future capacity requirements. Undertakes planning activities to ensure targets are met and optimises manufacturing efficiency, stock levels and costs. Work under general supervision, reviewed by Management. Decisions and results have an impact on the function and their success. Performance affects the function's image.

Key Responsibilities:

General and Task Management

- Analyse appropriate information and data in order to prepare schedules, plans and forecasts
- Create capacity plans which meet business targets and optimise manufacturing efficiency and costs
- Review systems and methods to continually improve plans so that the organisation can better anticipate customer needs
- Assess existing capacity and draw up forecasts based on future plans for demand
- Analyse specifications and capacity and undertake appropriate calculations to estimate job requirements, in terms of labour, tools, materials and resources
- Continually monitor and review plans and make appropriate adjustments in the event of changes and unforeseen circumstances
- Review trends, research data and evaluate and prepare results
- Reconcile variances from original plans and maintain a view of actual against forecast projections
- Continually review ways in which to make improvements and make the capacity planning and manufacturing process more efficient

- Utilise knowledge and research methods to drive best practice results

Relationship Management

- Liaise with internal stakeholders and obtain appropriate information and data in order to prepare schedules, plans and forecasts
- Liaise with customers to understand existing and future demands
- Communicate plans and forecasts to internal stakeholders and review plans to ensure efficient resource utilisation
- Support meetings supplying relevant data, provide updates on plans and highlight concerns relating to actual or potential issues
- Escalate any issues to Manager or others in the organisation particularly when there is risk which could prevent the organisation meeting customer demands or where there are over capacity concerns
- Support product change requests and prepare plans and forecasts in line with changes
- Design and maintain capacity performance reports and statistics to share with internal stakeholders and provide information as required in relation to organisational metrics and updates

Self Management

- Adhere to health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, other staff and visitors
- Assertive, optimistic and welcomes change
- Engages interest and participation of others
- Proactively contributes to the team
- Is self aware and has a collaborative approach to working with others
- Shows moral courage, openness and honesty in all dealings
- Resilient, flexible and works well under pressure

Skills and Attributes:

- Excellent communicator with the ability to communicate complex concepts to others
- Able to form and maintain good relationships internally and externally
- Commercial and financial acumen with a strong understanding of the cost of failure both the production and the ability to fulfil customer orders
- Strong analytical and problem solving skills
- Strong numeracy, statistical and reporting skills with the ability to analyse, interpret and manage information, data and trends
- Excellent attention to detail skills
- Knowledge and experience of project management skills
- Results orientated and able to prioritise workload to meet deadlines

Qualifications and Experience Levels:

- GCSE Level A-C, IVQ Technician certificate, BTec first certificate or equivalent NVQ level 2 qualification

- Commitment to work towards professional accreditation with an industry related body
- Prior experience in a capacity planning role, preferably within the automotive or manufacturing/engineering environment
- Good understanding of the automotive industry with a good knowledge of production/manufacturing processes and lead times
- Experience or knowledge of statistics, forecasting and management information methods and techniques
- Some prior experience of building capacity/forecasting models and plans and undertaking complex analysis to create accurate information
- Strong IT systems knowledge and skills including advanced Excel skills and the ability to learn new software packages

Example roles this job description may cover:

- Capacity Engineer
- Forecast and Planning Engineer
- Planning Engineer
- Resource Planning Engineer
- Forecasting and Capacity Planner