



Head of Materials Planning & Logistics – Job Description

(Job Code and Level: MPL006)

Definition:

Materials Planning is defined as: Schedules and forecasts the right volumes of materials, goods and products inbound to the business from its supply chain companies.

Logistics is defined as: Move materials, goods and products (including importing and exporting) to ensure that they are in the right place to meet customer demand.

Will have people and budgetary management responsibility. Integral part of the senior management team or board, which determines overall strategy and business decisions.

Overall Purpose of the Role:

Overall responsibility and accountability for the Materials Planning and Logistics area determining how much and what type of materials and products to hold where in the supply chain which includes: managing inventory control, warehouse, distribution and replenishment plans. Holds overall UK responsibility for all logistics operations ensuring customer satisfaction.

Key Responsibilities:

Strategy and Development

- Overall responsibility for all MP&L activities across the business
- Create and implement best practice MP&L vision, strategy, policies, processes and procedures to aid and improve operational performance
- Review opportunities to improve operational and financial performance and to ensure minimal operational disruption and maximum customer satisfaction
- Evaluate the challenges faced by the organisation and take action to mitigate risks and develop opportunities
- Contribute to overall business strategy and annual budget process

- Take ownership of MP&L policies, procedures, guidelines and any associated documents

General and Task Management

- Oversee and manage inventory integrity and review ways to reduce inventory levels
- Ensure regular stock checks take place
- Ensure IT systems in place are effective, accurate and maintained and review opportunities to standardise and streamline utilising current or new systems
- Interpret and analyse complex data and trends and develop recommendations and strategies based on analysis
- Ensure that plans, schedules and performance metrics are available and regularly report progress to others

People Management

- Provide leadership to departments under control and manage, coach and develop direct reports and manage high performing teams that deliver continuous improvement, added value and cost reductions
- Set department objectives and monitor ongoing progress and performance
- Ensure strong communication between teams under leadership to facilitate exchange of information and in order to implement change and improvements
- Ensure that all functions under supervision operate in accordance with health, safety and environmental policies and procedures to ensure the safety of staff and visitors
- Responsible for developing the appropriate organisational structure, resource plans and culture to support the business objectives and customer deliverables
- Provide leadership, coordination and coaching to the team, ensuring they are trained enabling them to achieve the operational and financial metrics within their areas of responsibility and succeed in their roles
- Complete regular performance reviews, manage attendance, holidays, disciplinary issues and procedures as appropriate
- Establish strategy and best practices for staff to ensure achievement of overall business objectives. Work with the senior management team to translate strategy into specific annual performance goals and departmental objectives. including KPIs, and to track them

Financial Budget and Control

- Input and hold responsibility for MP&L budgets
- Oversee and optimise costs in relation to packaging and shipping arrangements
- Prepare the annual MP&L budget and forecasts and all Capital Expenditure proposals as well as ensuring compliance with customer and legal requirements. Manage the budget from identification to completion of projects

Relationship Management

- Develop and maintain strong relationships with internal and external stakeholders and work collaboratively to ensure MP&L objectives are being met
- Communicate any concerns and recommend solutions without compromising quality or service and aim for cost optimisation
- Contribute to new business initiatives and projects and review and communicate the impact on MP&L activities
- Ensure performance of suppliers, logistics partners, transportation companies etc and make improvements and cost savings where possible
- Ensure on time, high quality delivery to all customers
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the materials planning and logistics strategy
- Maintain excellent relationships with customers and monitor performance and progress of deliveries to ensure customer satisfaction while optimising costs
- Ensure compliance with import/export regulations/customs regulations including dangerous goods shipment and aviation security, and legal and health and safety requirements

Self Management

- Inspire and motivate the team
- Consistently manages performance firmly and fairly
- Knows and develops the team
- Resilient, optimistic and open to change
- Self motivated, flexible and works well under pressure
- Is self aware
- Shows moral courage, openness and honesty in all dealings
- Is confident, assertive and self assured
- Has an Adult:Adult, collaborative approach to others

Environmental

- Review environmental strategies that impact on future ways of operating and ensure implementation where possible
- Review the use of technological systems that support a more environmentally friendly approach
- Ensure environmental audits for logistics activities are carried out
- Review opportunities to be as environmentally friendly as possible

Skills and Attributes:

- Proven leadership and management skills with the ability to optimise team performance and development
- Confidence in communication, interpersonal and influencing skills
- Excellent relationship management skills with the ability to engage, negotiate and manage key stakeholders, customers and external providers
- Commercially and financially astute with experience of managing budgets
- Proven analytical, problem solving and organisational skills

- Results orientated with the ability to plan and prioritise multiple projects of self and others and to deliver against objectives and deadlines
- Project Management skills
- Excellent attention to detail mindset
- An appreciation of and an ability to positively resolve issues arising from different cultures

Qualifications and Experience Levels:

- Educated to degree level (preferably Masters) in a relevant commercial or engineering discipline or equivalent NVQ Level 7 qualification
- Preferably a Fellow or Member of The Chartered Institute of Logistics and Transport
- Appropriate qualification in logistics, supply chain management, transport management
- Previous experience of leading MP&L within an automotive or manufacturing environment with expert knowledge and understanding of automotive processes and components and of supply chain management
- Proven customer management skills
- Expert knowledge of technical regulations and legislation related to field
- Ability to add value, reduce costs and make business improvements
- Experience of operating and influencing at a strategic level
- Strong IT systems knowledge including knowledge and understanding of specialist systems
- Advanced Excel user
- Knowledge of raw materials, distribution of goods and manufacturing processes
- Ability to analyse and manipulate technical and complex data and provide meaningful information
- Knowledge of lean techniques may be advantageous

Example roles this job description may cover:

- Head of Logistics
- Materials Planning & Logistics Director or VP
- Logistics Manager (where they are the most senior person in the UK business)