



Senior Capacity Planner – Job Description

(Job Code and Level: MPLCP003)

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.

May hold some supervisory responsibility for more junior staff or has more expert technical knowledge and ability.

Key Responsibilities:

General and Task Management

- Ensure that appropriate capacity plans are in place and assist with the development of these services in the organisation
- 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
- Refine 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
- Manage deviations from the plan that have financial impact
- Monitor key manufacturing processes for capacity and demand, identify capacity constraints and provide analysis

- 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 or unforeseen circumstances
- Review data and trends and diagnose problems and concerns
- Reconcile variances from original plans and maintain a view of actual against forecast projections
- Actively contribute to the development and support of capacity planning processes, tools and techniques and look at ways to make continuous improvements
- Identify improvement initiatives that optimise capacity without adding risk or disruption and which add value
- Utilise knowledge and research methods to benchmark capacity planning activities and to drive best practice results

People Management

- Supervise, develop and train other staff in the capacity planning function as required
- Adhere to health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, other staff and visitors

Relationship Management

- Collaborate with internal stakeholders to obtain and ensure that current and accurate information is used for planning purposes to meet operational requirements
- Liaise with customers to understand existing and future demands
- Regularly communicate plans and forecasts to internal stakeholders and review plans to ensure efficient resource utilisation
- Attend meetings and update others of issues and concerns, in particular when there is risk which could prevent the organisation meeting customer demands of where there are over capacity concerns
- Support product change requests and review and communicate the impact on capacity plans
- Seek and recommend solutions to overcome issues to meet required demand and address operational risks
- Ensure that effective data, statistical analysis and performance metrics information is available and assist other staff in the preparation of this data if required

Self Management

- Comply with the Health, Safety and Environmental Policies
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware, optimistic, flexible and works well under pressure
- Assertive, resilient and welcomes change
- Engages interest and participation of others with a collaborative approach
- Actively committed to team development

Skills and Attributes:

- Supervisory/team leader skills with the ability to optimise team performance and development
- Strong communicator with the ability to communicate complex concepts to others
- Good interpersonal skills with the ability to form and maintain good relationships internally and externally and engage with stakeholders
- Commercial and financial acumen with a full understanding of the impact of failure in terms of business cost, production schedules and customer order fulfilment
- Strong analytical and problem solving skills
- Excellent attention to detail skills
- Highly developed numeracy, statistical and reporting skills with the ability to analyse, interpret and manage information, data and trends
- Project management skills
- Results orientated and organised with the ability to plan and deliver against deadlines

Qualifications and Experience Levels:

- A business/engineering degree preferred. A Levels, HNC, BTec National Diploma Level 3, IVQ Technician Diploma or equivalent NVQ level 3 qualification
- Professional accreditation with an industry related body
- Previous experience in a capacity planning role, preferably within the automotive or manufacturing/engineering environment
- Good understanding of the automotive industry and knowledge of production processes and capacity planning
- Demonstrable experience in statistics, forecasting and management information methods and techniques
- Previous experience of building capacity/forecasting models and plans and undertaking complex analysis to create 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:

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