



Senior Materials Planner – Job Description

(Job Code and Level: MPLMP003.1)

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.

Overall Purpose of the Role:

To ensure that the supply of materials meet the production schedule and minimum stock levels to ensure operational and production continuity. Able to deliver efficient, effective and flexible solutions to meet production requirements. Maintains strong relationships both internally and externally to ensure supply of materials meets requirements. Decisions and results have an impact on the function and their success. Performance affects the function's image.

Job holders in this role may take responsibility for ensuring materials are available for a complete section or for a more technically complex aspect of the production process.

May hold people and budgetary responsibilities.

Key Responsibilities:

General and Task Management

- Schedule and control the supply of materials/components to meet production requirements and minimum stock levels
- Plan, develop, implement and evaluate processes for material delivery from supplier to point of fit
- Assess volume requirements against planning assumptions
- Day-to-day order management and management of deliveries
- Understand and manage risks to minimise impact on production schedule
- Take follow up actions in relation to material shortages that affect production

- Actively contribute to the development and support of material planning processes and benchmark against best practice and review ways to make continuous improvements
- Implement all processes to agreed standards and targets and support continuous improvement initiatives, identifying areas of improvement
- Ensure any Material Requirements Planning system (MRP) or IT system that is in place is accurate and up to date and resolve any issues as required
- Monitor the integrity of Bill of Materials (BOM) and manage inventory accuracy
- Monitor and control inventory levels against agreed target levels
- Minimise obsolete stock and ensure business is left with minimum liability
- Support inventory checks to validate inventory accuracy
- Create regular statistical reports and analysis and update others in the organisation

People Management

- Lead and develop other staff in the material planning function if required

Relationship Management

- Collaborate with internal and external stakeholders to forecast, plan and facilitate on-time materials to the production line as and when required, avoiding disruption to production
- Work with cross functional teams to deliver effective solutions
- Create and issue forecasts to suppliers
- Generate and communicate supplier material delivery schedules to ensure they reflect requirements and meet demands
- Develop and maintain good relationships with suppliers and ensure demand for materials is met and deliveries made on time
- Design, develop and implement processes and work with suppliers on continuous improvement initiatives
- Support assessment and sourcing of suppliers in conjunction with members of the purchasing team
- Support supplier meetings and negotiations to ensure demand for materials is met
- Resolve supplier concerns and evaluate supplier performance in conjunction with members of the purchasing team

Self Management

- Adhere to any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, assertive, optimistic and open to change
- Engages interest and participation of others with a collaborative approach
- Actively Committed to team development
- Assertive and self-motivated and able to work under pressure

Skills and Attributes:

- Good communicator with the ability to form and maintain good relationships internally and externally
- Strong interpersonal, negotiation and influencing skills
- Commercial and financial awareness, with a full understanding of the impact of failure with regards to business costs, production targets and fulfilment of customer orders
- Results orientated and organised with the ability to plan and deliver against deadlines
- Strong analytical, planning and problem solving skills
- Project management skills
- Excellent attention to detail skills

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 of materials planning and managing the smooth supply of materials in line with production requirements and budget, ideally within automotive or manufacturing
- High degree of knowledge and understanding of a variety of manufacturing and automotive processes and components and good understanding of supply chain management or expert knowledge of specialist area
- Understanding of supplier relationships and experience of working with suppliers
- Strong IT systems knowledge and skills including advanced Excel skills
- Knowledge and experience of using MRP (Material Requirements Planning) systems or similar
- Knowledge of lean techniques may be advantageous
- Membership of an appropriate professional body such as the Institute of Operations Management would be beneficial

Example roles this job description may cover:

- Senior Material Controller
- Senior Material Scheduler
- Senior Material Production Planner
- Senior Supply Chain Planner