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| **JOB OVERVIEW** |
| **JOB TITLE** | **Planning Manager** |
| **HEADCOUNT REFERENCE NO** |  | **LOCATION** | **Gaydon** |
| **ORG LEVEL 1** | **Manufacturing Operations** | **GRADE** |  |
| **ORG LEVEL 2** | **Supply Chain** | **STANDARD WORKING HOURS** |  |
| **ORG LEVEL 3** | **Supply Chain – Gaydon** | **REPORTS TO** | **Rob Gammon** |
| **POSITION DETAILS** |
| **DEPARTMENT OVERVIEW** | The Supply Chain Planning team is responsible for creating robust, capacity assured, deliverable production plan to optimise the flow of material and car production whilst meeting business needs (cost, throughput, customer service) and managing risks |
| **JOB PURPOSE** | Leading the Production planning function. Responsible for the creation of an aligned production plan that meets all business objectives (volume, customer service and cost/efficiency). Production plans from MPS planning (aligned to S/OP) through to production line sequences and a pass to sales plan |
| **KEY DUTIES AND RESPONSIBILITIES** | * Leading planning team responsible for all line planning within AML. Ensuring team operate in line with AML standards and behaviours.
* Responsible for all aspects of production planning to ensure financial business plan targets are met for operations. Production planning, including PTS execution, Pipeline, Production execution (sequencing), Production Planning (MPS), Launch & Q content
* Ensuring planning/SC KPIs around plan stability, plan adherence & timely passing cars to sales
* Aligning planning with S/OP cycle
* Supporting in the development of planning scenarios to support business decisions
* Developing and running a formal production planning process, including Trim/Final, Tubs, Paint.
* Working with Manufacturing engineering to develop the Manufacturing Strategy in line with business plan requirements. (input into factory planning/capacity)
* Working with finance to develop Operations budget and forecasting, ensuring that factory planning works within targets set out by the business
* Lead Factory Planning ensuring that all aspects of operations are operating at the most cost-effective solution by setting and agreeing daily throughput rates.
* Working with Demand planner to ensure all SOA (amendments) process are planned correctly to avoid downtime
* Working with Q team to ensure MPS plan fits in and aligns to Q leadtime/constraints
* Liaising with sub-contract manufactures to ensure build plans align internal build plans and with PTS plan
* Develop and maintain Capacity tracking for all operations within manufacturing & Logistics working with Manufacturing, Manufacturing Engineering and LLP (lead log. Provider – DHL).
* Working with Manufacturing Engineering & Launch to ensure launch planning is built into production plans. Establish the resources and strategy required to deliver current/new model content into production
* Working with IT to develop and maintain Operations Status Reporting using latest business intelligence toolset. (currently Power BI/SSRS – moving to Burst)
* Owner of the Planning processes and planning data within the company ERP system
* Ensure the standardisation of core processes & all data is held on the departments SharePoint.
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| **MANAGEMENT BREADTH** | * Management of the planning team (MPS to line sequencing)
* Set clear objectives for your departments which support delivery of the business objectives.
* Developing training plans for managers & succession planning by understanding the current gaps versus requirements for each employee in the team.
* Management of KPI performance
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| **RELATIONSHIPS** | Manufacturing Engineering, Procurement, Commercial, Business Finance, Production, Product Strategy  |
| **BUDGETARY ACCOUNTABILITY**  | No |
| **PROBLEM SOLVING & ACCOUNTABILITY** | * Setting Production plan for both manufacturing plants
* Create capacity constrained
* Driving plan stability
* Developing and leading planning team
* Driving KPI performance
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| **CONSTRAINTS** | Creating a production plan based on planning constraints (internal/external). |
| **CAREER PROGRESSION OPPORTUNIES** | Senior SC roles, Manufacturing Engineering, Production |
| **ADDITIONAL REQUIREMENTS** | Supporting the implementation of the new ERP system. |
| **DISCLAIMER** | The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. |
| **EXPERIENCE & QUALIFICATIONS** |
| **ESSENTIAL EXPERIENCE**  | * Significant experience across Supply Chain functional areas and demonstrated ability to understand and manage complex supply chains
* Deep understanding of planning processes and materials management
* Experience in automotive planning
* Management of a team
* Experience in successfully liaising and influencing a wide range of stakeholders
* Ability to operate at different levels of the business
* Ability to communicate, Summarize complex information
* Microsoft excel
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| **PREFERRED EXPERIENCE**  | * Prior experience in automotive or manufacturing industries either in business / supply chain / engineering roles
* SQL
* Developing systems and processes
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| **ESSENTIAL EDUCATION / QUALIFICATIONS** | Bachelor’s degree in Business or STEM subject |
| **PREFERRED EDUCATION / QUALIFICATIONS** | Relevant professional qualification (eg. APICS)Additional language |
| **REQUIRED SKILLS / BEHAVIOURS** | Analytical, strong communication, project management, stakeholder management, high stress tolerance,  |
| **PHYSICAL REQUIREMENTS** | None |
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| **REVIEWED BY: NAME & TITLE** |   | **DATE APPROVED** |   |
| **DATE REVIEWED** |   |