



## Materials Planning Manager – Job Description

(Job Code and Level: MPLMP005)

### 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 strategic material planning processes are in place to enable operational and production continuity. Takes a co-ordinating lead, working closely with internal and external parties to ensure supply of materials is in place to satisfy production requirements. Able to deliver efficient, effective and flexible solutions to meet production requirements.

This role holds people and budgetary management responsibilities dependent on the size and structure of the organisation.

### Key Responsibilities:

#### Strategy and Development

- Contribute to the creation and implementation of best practice MP&L vision, strategy, policies, processes and procedures to aid and improve operational performance

#### General and Task Management

- Ensure that material scheduling strategy and processes are in place and work effectively in order to ensure material supply meets production requirements with minimum stock levels, whilst optimising costs
- Take ownership of material planning issues that arise, including over or under delivery and take any follow up actions especially in the event of material shortages that affect production
- Assess volume requirements against planning assumptions
- Manage inventory risk and ensure that contingency plans are in place
- Seek and recommend solutions to overcome issues arising in order to meet production requirements and address operational risks

- Design, develop and implement flexible solutions to aid business efficiency, drive process improvements and add value
- Support continuous improvement initiatives
- Ensure that professional and consistent materials planning processes are applied across the business
- Ensure that any Material Requirements Planning system (MRP) or IT system in place is effective and that data is accurate and up to date and resolve any issues as required
- Investigate and implement system enhancement initiatives
- Ensure the integrity of Bill of Materials (BOM) and inventory accuracy at all times and manage and control inventory levels and movements
- Take overall responsibility for obsolete parts process and ensure business is left with minimum liability and minimal waste
- Oversee labelling processes to ensure correct parts/finished assemblies reach correct customers at the correct time
- Ensure strategic and operational information, reports and metrics are available to share with others in the business as and when required
- Report on achievement of targets and identify any corrective action

### **People Management**

- Manage, coach and develop a high performing team that meets agreed objectives and which delivers best practice results, added value and continuous improvements
- Set departmental objectives/KPIs and review and assess ongoing performance of direct reports
- Monitor and ensure that staff under supervision maintain accurate material schedules to get the right materials on site at the right time
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors

### **Financial Budget and Control**

- Input and hold responsibility for Material Planning budgets

### **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
- Take lead on internal and external relationships to ensure consistent, timely and effective communication regarding material availability
- Work with cross functional teams to deliver effective solutions
- Liaise with stakeholders on product change requests and review and communicate the impact on material planning and schedules
- Support new business initiatives and projects and contribute to review meetings and change process. Ensure effective material planning implementation takes place relating to the changes
- 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
- Contribute to the assessment and sourcing of suppliers in conjunction with members of the purchasing team
- Contribute to 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
- Work closely with the purchasing team to ensure purchasing strategies are maximised

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Support, encourage and develop team
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge
- Confident, rounded thinking
- Takes ownership for team cohesion
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others
- Self-starter and able to motivate others
- Flexible and works well under pressure

### **Skills and Attributes:**

- Proven management skills with the ability to optimise team performance and development
- Highly skilled communicator with the ability to form and maintain good relationships internally and externally
- Strong interpersonal, negotiation and influencing skills
- Commercial and financial acumen
- Results orientated and organised with the ability to plan and deliver against deadlines
- Proven analytical, planning and problem solving skills
- Project management skills
- Excellent attention to detail skills

### **Qualifications and Experience Levels:**

- Relevant degree preferred, HND, BTec Professional Level 5 Award or equivalent NVQ Level 5 qualifications
- Significant experience of working in a materials planning role and managing the smooth supply of materials in line with production requirements and budget, ideally within automotive or manufacturing

- Proven people management skill set
- Expert knowledge and understanding of a variety of manufacturing and automotive processes and components and of supply chain management
- Experience in handling supplier relationships
- Strong IT systems knowledge and skills including advanced Excel skills
- Good working knowledge and experience of using Material Requirements Planning (MRP) systems or similar
- Experience of delivering results through cross-functional working
- Knowledge of lean techniques may be advantageous
- Membership of an appropriate professional body would be advantageous

### **Example roles this job description may cover:**

- Supply Chain Manager