Job Title: Production Planning Team Leader

Reporting to: Operations Manager

Purpose of Role: To work with all members of the AmSafe Bridport team; Operations, Engineering, Sales and Procurement to ensure that production is completed as efficiently as possible. Lead a small team of Planners to develop systems to improve site efficiency utilising all available resources to plan production and work schedules in line with targets and meeting customer requirements. Lead a small team of Planners on a daily basis.

Key Responsibilities:
- Oversee all aspects of production planning and control and the implementation of associated control systems and processes, liaising with the sales and procurement team for effective long term forecasting with the firming of material requirements and balancing of the workflow as well as forecasting long term scheduling.
- You will liaise daily with the Production Manager, Engineering and Supply Chain team on materials and machinery availability.
- To produce and communicate daily production planning and scheduling plans.
- To plan and schedule workflow for each operational area according to previously established manufacturing sequences.
- To analyse and review lead times to reflect actual manufacturing processes.
- To ensure Efacs date accuracy is maintained through regular housekeeping of data.
- To review BOM and master data as required.
- To produce capacity plan detail to enable forward planning of production areas.
- To develop a Sales and Operations Planning process, producing data and analysing sales detail as required.
- To produce department KPI’s where applicable.
- To undertake associated projects – stock, planning and production, master data actions etc.
- To work closely with the procurement team carrying out forecasting and inventory analysis for future purchasing decisions.
- To hold daily production meetings with production areas and update KPI’s as appropriate.
- To contribute to CI initiatives to enhance throughput, product and service levels to our customer.
- To determine and implement appropriate planning processes within the business.

**Experience and Skills Required**

**Education**
The role requires A Good standard of education to minimum GCSE English and Maths grade C or above, ideally A Level with relevant qualifications. Professional planning qualifications are desirable.

You must be computer literate in MS Office and Excel and have the ability to understand and interrogate MRP system. Previous experience of ERP implementation highly desirable

**Experience**
At least 5 years or more previous production planning / scheduling experience gained within a low/medium volume, high complexity manufacturing environment, along with proven success in improving processes.

Evidence of excellent communication and interpersonal skills at all levels.

Experience and understanding of Kanban and safety stock levels.

**Training**
The jobholder would take approximately three months to become fully familiar with the company's procedures and markets.

**Planning and Organising**
The job holder is required to plan and organise their own work and their team to achieve objectives.

**Numeric ability**
This job requires the ability to produce and analyse information, presented numerically.

**Innovation**
The jobholder is required to show a willingness to question traditional methodology and make recommendations on new ways of approaching problems and improving existing processes.

**Physical**
The job holder is required to operate a keyboard effectively and demonstrate the physical skills to cover required role activities.

**Teamwork**
The job holder must promote and generate a culture of co-operation and high morale
and create synergy between the planning department and the greater AmSafe Bridport Team.

**Communication**
Communication, both verbal and written, is an important part of this role. The job holder is required to exchange information, ideas and views on business related matters concerning the Planning function, throughout the Company at all levels.

**Adaptability and reliability**
The jobholder is required to have a flexible and adaptable approach to changing work schedules and business needs and remaining steady and reliable under pressure.

**Job structure**
The jobholder is required to work conscientiously and autonomously and receives general guidance relating to job activities and objectives.

**Physical working conditions**
Good.

**Supervisory responsibilities**
Leadership of Production Planning team.