

Job Title:	Workshop Planner
Location:	Aviemore
Responsible To:	Factory Manager
Direct Reports:	None
Review Date & Rev No	August 2021 / Rev 01

<p><b>Purpose of Job:</b></p>	<p>To provide exceptional service to internal customers, typically relating to order progress updates and expedite requests.</p> <p>To ensure the efficient planning and capacity management within the Precision Manufacturing Division and key subcontractors.</p> <p>Meet planned customer due dates and on-time delivery targets within quality specifications and in a safe and efficient manner.</p>
<p><b>Key Areas of Responsibility:</b></p>	<p><b>HSEQ (Health, Safety, Environmental and Quality)</b></p> <ul style="list-style-type: none"> <li>• Ensure that work is produced and delivered through processes which are capable, clearly specified and consistently controlled in conjunction with the company's Quality procedures and Customer specifications.</li> <li>• Ensure that work activities are executed in accordance with the Company's HSE Management System.</li> <li>• Support routine QHSE audits as required.</li> <li>• Ensure that work areas are maintained clean and hazard free.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• To support the management of the overall OTIF Performance of the Precision Manufacturing Division ensuring that targeted OTIF delivery is met.</li> <li>• Work with key interfaces to ensure that the supply chain management process meets the operational needs of the Division.</li> <li>• Support the Sales and Engineering departments with special part enquiries as required.</li> <li>• To ensure that the production planning tools are maintained and kept current and visible to the relevant stakeholders.</li> <li>• To work, proactively, with key interfaces to ensure that any conflicts relating to work scheduling and prioritisation are resolved expediently.</li> <li>• To manage production schedule to allow fast response to urgent customer delivery requirements.</li> <li>• To ensure that all documentation is in place, from issue to completion, prior to customer delivery including raising works orders as required.</li> </ul> <p><b>Continuous Improvement / Personal Development</b></p> <ul style="list-style-type: none"> <li>• To develop and maintain effective working relationships with the Production team and key interfaces within other departments.</li> <li>• Responsible for supporting and achieving the Organisation and division's targets and objectives.</li> <li>• Responsible for understanding, agreeing and achieving personal objectives set by line manager.</li> <li>• To put forward any suggestions for improvements.</li> <li>• To attend formal Information Briefings, when requested.</li> <li>• To be an effective team member and actively promote communication</li> </ul>

	and information sharing.	
Interfaces (Internal/External):	Internal: PMD Production Management Team, PMD QA/QC, PMD Admin, Umbilical / Extrusion Project Team, Customer Services, Customer Account Managers, Engineering, Quality, HSE & HR Teams.  External: Suppliers, Sub Contractors	
<b>PERSON SPECIFICATION</b>		
<b>Qualifications:</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Educated to at least HNC Standard, or equivalent, in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>HND Qualification, or equivalent, in a relevant subject</li> <li>Professional Planning qualification</li> </ul>
<b>Experience Required:</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Experience working within a manufacturing / production environment</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable experience gained within a manufacturing / production environment</li> <li>Previous experience of expediting and scheduling</li> <li>Experience of production planning using IT applications</li> <li>Experience using an ERP system</li> </ul>
<b>Skills/Training:</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Ability to communicate both verbally and in writing at all levels</li> <li>Ability to build proactive relationships with key interfaces</li> <li>Ability to interact as an effective team member</li> <li>Competent in the use of computer systems, in particular Word and Excel</li> <li>Excellent attention to detail</li> <li>Ability to demonstrate a flexible, "can do" approach to their work</li> <li>Ability to plan and organise their workload to ensure deadlines are met</li> <li>A motivated individual who is able to use their initiative</li> <li>Demonstrable awareness of QHSE procedures</li> <li>Able to demonstrate strong customer focus</li> </ul>	

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.



*JOB DESCRIPTION*

Signature of Job Holder: \_\_\_\_\_  
Name in Capitals ( \_\_\_\_\_ )

Date: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_  
Name in Capitals ( \_\_\_\_\_ )

Date: \_\_\_\_\_