

JOB DESCRIPTION

Job Title:	Production Planner	
Full or part-time role:	40 Hours – Full Time	
Company:	Supacat Ltd	
Purpose:	To analyse engineering drawings, create Bill of materials and enable make or buy decisions	
Issue & Date:	V2	30/11/2021

SC Group encompasses a group of companies within the UK and Australia who design, manufacture and deliver special purpose machines and equipment. As an employee within the Group of companies you should work as part of the team, be flexible in your approach to your work and fulfil any reasonable request to do tasks that may arise and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> Analyse Engineering drawings and BOMs to enable make/buy decisions. Create production part numbers and manufacturing BOMs where necessary. Raise production Orders to allow items to be manufactured. Co-ordinate with other Production Planner's to ensure that Schedule clashes are minimised within Ops departments. Give clear instruction to Purchasing of what needs to be bought and schedule of delivery. Ensure that all planned dates are agreed with the requestor if outside of requested dates. Identify items on the critical path and liaise with Purchasing to expedite. Initiate a request for quotation for parts with Purchasing. Update price requests for items to be sold by the Sales dept. Estimate material and labour costs for bidding purposes. To ensure Personal Data is managed in compliance with company policy. 	<ul style="list-style-type: none"> To know and understand the Company Handbook and follow the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate. Your role may be subject to Data Protection Act and Official Secrets Act. Confidentiality must be maintained at all times. To maintain an awareness and observation of Fire, Security and Health and safety regulations. Ensure all personal data is managed in accordance with GDPR and company policy

Employee	Name:	Signature:
		Date:
Manager	Name:	Signature:
		Date:

PERSON SPECIFICATION

	Essential	Desirable
Work based competencies	<ul style="list-style-type: none"> • Problems solving • Quality efficiency and effectiveness • Administration effective • Understanding of Manufacturing processes • Prioritisation • Effective communicator 	
Behavioural competencies	<ul style="list-style-type: none"> • Approachable and dependable • Honest, open and positive. • Able to meet deadlines and control budgets • Able to work effectively under pressure • Uses initiative and is self-motivated. • Willingness to learn and grow with the company 	
Qualifications & experience	<ul style="list-style-type: none"> • Competent use of computer systems and software including Microsoft suit of applications • Working in an office environment • GCSE's including Maths and English • Using Technical / Engineering drawings 	<ul style="list-style-type: none"> • Previous experience of working in a Operational role within a manufacturing environment • Experience of working with MRP systems • Experience of working with drawing Vault • Experience of working with BOM Trackers
Organisational fit	<ul style="list-style-type: none"> • Team Player • Initiative • Self-motivation • Able to work on an outcome related performance system. • Has a positive approach to problems. • Embodies and promotes the company core values • Has the desire and ability to contribute to the company as a whole. 	<ul style="list-style-type: none"> • Balances creative flair with a disciplined approach and good organisational skills