

Job Description – Supply Planner

Job Function:	Operations
Job Family:	Supply Planning
Career Stream:	I
Job Level:	5
Position Title:	Supply Planner
Division or Group Function:	Group Operations
Country or location:	Oxford, UK
Reports to (position title):	Supply Planning Manager

Job Purpose

Working as part of the Inventory Centre of Excellence team, this role is responsible for the effective and timely coordination of an inventory supply plan and its delivery across the global supply network. Key measures of success will be availability of product in the right place, at the right time, and at the right cost against the demand forecast.

Reporting to the Supply Planning Manager, the Supply Planner will work collaboratively with colleagues in Sales, Publishing, Content Operations, Supply Chain, and Manufacturing to understand the key upstream and downstream supply drivers within the end to end value chain. The Supply Planner is required to translate the forecast, requirements, and constraints into a supply plan out to 18 months. The plan will inform the capacity plan for Supply Chain and Manufacturing colleagues to ensure appropriate levels of resource and capacity are in place to support the planned requirements and product availability.

In coordinating and executing the supply plan, the Supply Planner will identify, manage, and mitigate any supply risks and issues, and provide the relevant inputs into the monthly Supply Review Meetings for the appropriate level of governance and oversight by senior management stakeholders.

Accountability and supporting activities

1. Review forward requisitions with a view to the right quantity, location, print model, and cost (TCO). Make replenishment and print decisions, and end of life recommendations based on analysis of the available data and input from stakeholders.
2. Monitor stock dates through the printing and freight process to ensure risks and issues are identified, managed, and mitigated for on-time delivery and availability of product
3. Issue instructions for assembly of composite products (packs) and stock re-handling, and monitor for on-time delivery
4. Ensure accurate planning data is maintained in relevant systems for timely release of requisitions, such as correct lead times, MRP settings, and product lifecycle statuses
5. Work closely with colleagues in Manufacturing and Supply Chain to communicate the supply plan requirements and determine any constraints to the plan that could affect execution or availability
6. Achieve core key performance targets and scorecard metrics including availability, obsolescence, cost, and margin
7. Provide inputs for Product Review Meetings and take action on outputs, such as re-planning following changes to publication dates and changes in product lifecycle status
8. Identify supply risks, issues, and mitigations, and escalate via the Supply Review Meetings as part of the full S&OP process.

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Accountability and supporting activities
9. Identify, report, and manage end of life product and slow moving and obsolete stock. Recommend appropriate action, such as short run printing, wasting, or moving to out of print status. Ensure systems are updated accordingly once agreement has been reached with key stakeholders.
10. Collaborate with Sales colleagues on market and customer specific product to agree quantities, timing, and most appropriate delivery method to minimize inventory, freight and warehouse costs while ensuring customer requirements are met.
11. Continually seek to improve processes, systems, and methodologies in the development of supply plans, timeliness of requisitions, and key decision making data.

Attributes / Knowledge/ Education / Previous Experience	
	Essential The job cannot be performed without these
Attributes	<ul style="list-style-type: none"> We are looking for a candidate who can demonstrate strong decision making ability and good attention to detail. Strong interpersonal skills are essential to effectively interact with all functional teams You will be a strong communicator to all levels and a proven problem solver You will be looking to continuously improve and can demonstrate ability to deal with ambiguity and remain calm under pressure.
Skills & Knowledge	<ul style="list-style-type: none"> Able to demonstrate proficiency in analysis, forecasting and forecasting methodologies with an understanding of their financial and operational impacts. Experience working cross functionally to deliver results within an end to end value chain. Working knowledge and experience of S&OP methodologies. Experienced at presenting at cross functional meetings. Have working knowledge of demand planning software, with recent knowledge of SAP APO and / or IBP strongly desirable. Strong IT/systems use, particularly Microsoft Excel skills.
Previous Experience	Preferred sector experience will include publishing, retail, consumer goods, manufacturing and pharmaceuticals.

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Organization	
<pre> graph TD A[Director of Inventory] --> B[Head of UK Inventory Planning] B --> C[Supply Planning Manager] B --> D[Demand Planner] B --> E[Supply Planning Manager] C --> F[Supply Planner] E --> G[Supply Planner] </pre>	
Key Interfaces:	
Internal:	Demand Planner Stock Movements Coordinator Regional Inventory hubs Manufacturing Centre of Excellence Global Freight and Logistics team Divisional Sales & Marketing colleagues Divisional Publishing colleagues Divisional Finance Customer Services / Sales Operations
External:	n/a