


Job Description	
Job Title: Production Planner	
Department: Operations	
Reports to: Operations Director	
Location: NU living Factory – Basildon, Essex	
Scope of Business	
<p>Swan Housing have entered into a new and exciting venture setting up a modular construction factory. The operation trades under the NU living brand and builds homes for Swan and other organisations. The modular design is based on Cross Laminated Timber (CLT) to construct volumetric modules which are then taken via road to site, landed and then connected to form homes.</p> <p>NU living are currently looking to recruit a Production Planner to manage all aspects of the planning process. This is a position for an experienced Planner with a strong background in a manufacturing environment driven by calculated takt times, through balanced work zones, with new and existing product designs.</p> <p>A strong emphasis is placed upon the operations team delivering modules at an increasing takt rate, to a firm, committed completion date with excellent quality.</p> <p>This is an exciting opportunity to be part of a new and growing production facility that is fast paced with a strong team culture.</p> <p>Factory currently operates on a single shift but will move to a rotating 2 shift (shift 1 6am-2pm, shift 2 2pm-10pm five-day weeks) pattern in Q1 2019.</p> <p>The Production Planner role will work a factory staff shift of 8am to 4.30pm</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • To have ownership of and manage the full Sales, Inventory and Operations Planning (S.I.O.P's) cycle • Supply Planning: Establishing the full input for the supply side liaising closely with Engineering, Production and Purchasing, ensuring they are certain on capacity and material requirements • Demand Planning: Establishing the full input of the demand side, liaising closely with the NU living construction planning team, ensuring any changes in forecast are within the agreed schedule time and flexibility limits • Facilitate the monthly SIOp pre-meeting & sign-off meeting through engaging with key stakeholders. Generate an achievable Master Production plan each month and communicate to the wider business. • Delivering an approved, phased plan, through the short-term mixed detail and the medium-term volume, variable schedule • Publishing at the start of each week, the next 2 weeks detailed production plan, taken from the master forward plan with any specific adjustments • Attend and capture any short-term delivery to plan issues through the daily production meeting and ensure any issues arising communicated / escalated as required 	

- Collate weekly efficiency measures for the factory based on labour hrs worked compared to labour hours output shown via the module tracker progress
- Ensure labour rota and operative allocation to zones constantly updated by Team Leaders. Ensure the factory ramp-up recruitment plan for labour & skills matches the requirements of the Production Plan.
- Join weekly Production Manager and Team Leader review to measure progress to plan, plan attainment KPI, recovery actions if required, changes to zone labour plan
- Weekly; load the next phase of materials to be released into 'NU living Unleashed' inventory management software for buyer to order against and chase in deliveries
- Track ordering and delivery cycle of critical materials for both existing and new products
- Maintain and publish material performance KPI for safety stock, standard and long lead-time materials

Key Qualifications and Experience

- Highly organised, detail oriented and very strong numeracy and analytical skills
- ERP – Manufacturing, Inventory & Planning Software
- Computer Skills: Advanced MS Excel, PowerPoint Word and Outlook
- Capacity to learn other software applications as needed
- Excellent communication skills for all levels of the organisation
- Good interpersonal skills

Other Accountabilities

- Acting at all times in accordance with Swan's published policies and procedures.
- Ensure that Swan's Single Equality Scheme Policies are complied with and promoted in carrying out duties of the post.
- Ensure that the requirements of the Data Protection Act are complied with in carrying out the duties of the post.
- Ensure that any expenditure incurred or committed is in accordance with the approved provision and with the agreement and permission of the budget holder.
- Promote Swan / NU living in a positive manner.
- Ensure that duties are carried out in accordance with Health and Safety procedures.
- To undertake other tasks as reasonably required to meet the varying demands of Swan.

NU living

Person Specification	
Job Title:	Production Planner
Department:	Operations

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Manufacturing based background HNC Level MRP System Trained / Experience	Degree
EXPERIENCE	5 Years Production Planning experience in Manufacturing	
KNOWLEDGE	S.I.O.P's Detailed user of Manufacturing ERP Systems Advanced Excel User Statistical Forecasting PowerPoint & Word Lean Manufacturing	

<p>SKILLS KEY CHARACTERISTICS</p>	<p>Self-motivated</p> <p>Able to give clear instruction and demand performance to agreed timelines</p> <p>Decisive with a structured approach to problem solving</p> <p>Able to forecast ahead and evaluate differing scenarios to predict outcomes to changes in supply and / or demand patterns</p> <p>Ability to communicate clearly and effectively with staff at all levels</p> <p>Able to focus and deliver on a clear set of objectives and implementation plans</p> <p>Be able to organise and develop processes</p> <p>Achieve right balance between hands on expediter of actions and structured architect of forward plans and outcomes</p> <p>Ensure continuous personnel development maintained at a level to advance planning tools</p> <p>Maintain links and develop a network with academic and commercial organisations to keep up-to-date with manufacturing ERP systems and tools</p>	<p>Develop strategic and Leadership skills to be able to progress further in the organisation</p>
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