



Planning Analyst

job description



the finer details

Which site am I based at?

Acorn House Isleport

Which team am I a part of?

Supply Chain

Who do I report to?

Senior Planning Analyst

Who do I look after?

No direct reports

Team size

No

Do you have responsibility for a budget?

No

the purpose of your role

To provide key analytical resource for detailed projects to improve our supply chain performance.

To support and create the Planning & Replenishment systems in order to keep the department running as efficiently as possible.

Your responsibilities:

- ♥ Provide key analytical resource for detailed projects to improve our supply chain performance.
- ♥ Provide detailed forecasting analysis, develop systems and support the customer demand function.
- ♥ Work with colleagues, external partners and suppliers to gather data & requirements for analysis.
- ♥ Develop and implement data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- ♥ Identify, analyse, and interpret trends or patterns in complex data sets to provide key business insights
- ♥ To support the Planning & Replenishment systems and resolve issues.
- ♥ To create & develop new systems & increase functionality & Performance of Planning & Replenishment systems where required by needs of the business and carry out testing & training in use of those systems.
- ♥ Liaise with business users of systems collating feedback to ensure all user needs are met when creating new/updates to systems.
- ♥ Keep management informed of project status through periodic status reporting and project updates
- ♥ To provide support for the senior Analyst in ensuring that the Planning system hardware is at the required level to run the Planning systems at an acceptable speed.

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Qualifications & experience

Essential:

- ♥ Degree or equivalent professional qualification
- ♥ Demonstrable skills in statistical analysis.
- ♥ Strong analytical skills with the ability to collect, organize, analyse, and disseminate significant amounts of information with attention to detail and accuracy
- ♥ Excellent IT Skills (Microsoft Excel) including Excel VBA
- ♥ An ability to influence people at all levels
- ♥ Positive attitude & Good Interpersonal skills
- ♥ Proactive and self-motivated
- ♥ Being able to work to strict deadlines.

Desirable:

- ♥ Experience in production planning/replenishment or related discipline in a relevant manufacturing environment.
- ♥ SQL view creation skills, simple view interrogation
- ♥ Excel Power pivot/power query knowledge
- ♥ Experience of Dash board reporting
- ♥ Experience of Dynamics and TXT software packages
- ♥ Experience in other software packages – Power BI, Smartsheet, and Microsoft Office & Teams.
- ♥ Evidence of self-development

What good looks like for this role

Demand Planning & Forecasting

Level – 3

Using all relevant data sources & analysis to create effective visibility for upcoming demand across the required business horizons, to support effective utilization of company assets and materials to deliver effective customer service.

Production Scheduling

Level – 2

Development of detailed product and replenishment plans to meet demand forecast, achieve customer service objectives, optimise production performance, and minimise risk of redundant stock and materials

Stock Management

Level – 3

Development and implementation of effective stock strategies to support planned production schedules, optimise warehousing utilisation and costs, and minimise risk of redundant stock & materials

Manufacturing functional expertise

Level – 2

Developing all relevant production planning and replenishment strategies to optimise production performance to meet current and future business priorities

Product Change Management

Level – 1

Development and delivery of effective change management processes to support dynamic product portfolio and minimise risk of redundant stocks and materials

Data Analysis

Level – 3

The process of Data Analysis, Reporting & Systems to provide business insight for making informed decisions

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HR use

Date of last review:

Job reference no:

Job level:

Job family:

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