



## Capacity Planning Manager – Job Description

(Job Code and Level: MPLCP005)

### **Definition:**

Ensures that the right resource is available internally when required to meet the customer volume demands.

### **Overall Purpose of the Role:**

Overall responsibility for determining the production capacity needed by an organisation to meet changing demands for its products. Understands how the business operates and plans for future capacity requirements. Undertakes planning activities to ensure targets are met and optimises manufacturing efficiency, stock levels and costs.

Holds people and budgetary management responsibility.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice capacity planning vision, strategy, policies, processes and procedures to aid and improve operational performance

#### **General and Task Management**

- Responsible for capacity planning and for development of these services in the organisation
- Lead capacity planning activities ensuring delivery against operational requirements and which optimise manufacturing efficiency and costs
- Refine systems and methods to continually improve plans so that the organisation can better anticipate customer needs
- Assess existing capacity and develop operational plans and forecasts based on future plans for demand
- Manage deviations from the plan that have financial impact
- Monitor key manufacturing processes for capacity and demand, identify capacity constraints and provide analysis

- Analyse specifications and capacity and undertake appropriate calculations to estimate job requirements in terms of labour, tools, materials and resources
- Ensure that the right tools and processes are in place to deliver effective capacity planning and performance monitoring across the organisation
- Review data and trends and diagnose problems and concerns
- Identify and drive improvement initiatives that optimise capacity and ensure best return on investment without adding risk or disruption
- Utilise knowledge and research methods to benchmark capacity planning activities and to drive best practice results

### **People Management**

- Manage, coach and develop a high performing team that meets agreed objectives, delivers best practice results and works to make continuous improvements
- Set department objectives/KPIs and review ways in which to enhance the performance of the capacity planning department and add value
- Report of achievement of targets and identify any actions required
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors.

### **Financial Budget and Control**

- Input and hold responsibility for Capacity Planning budgets

### **Relationship Management**

- Collaborate with internal stakeholders to obtain and ensure that current and accurate information is used for planning purposes to meet operational requirements
- Liaise with customers to understand existing and future demands
- Regularly communicate plans and forecasts to internal stakeholders and review plans to ensure efficient resource utilisation
- Attend meetings and update others of issues and concerns, in particular when there is a risk of not meeting customer demands or where there are over capacity concerns
- Liaise with stakeholders on product change requests and review and communicate the impact on capacity plans
- Co-ordinate cross functional activities to reconcile variances from original plans and maintain a view of actual against forecast projections
- Ensure that effective data, statistical analysis and performance metrics are available to internal stakeholders

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Support, encourage and develop team
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge

- Resilient, optimistic, flexible and works well under pressure
- Confident, rounded thinking
- Takes ownership for team cohesion
- Is self aware
- Has an Adult:Adult, collaborative approach to others

### **Skills and Attributes:**

- Proven management skills with the ability to optimise team performance and development
- Highly skilled communicator with the ability to communicate complex concepts to others
- Excellent interpersonal skills with the ability to form and maintain strong relationships internally and externally and engage with stakeholders
- Highly developed analytical and problem solving skills
- Excellent attention to detail skills
- Commercial and financial awareness, with a full understanding of the impact of failure with regards to business costs, production targets and fulfilment of customer orders
- Highly developed numeracy, statistical and reporting skills with the ability to analyse, interpret and manage information, data and trends
- Project management skills
- Results orientated and organised with the ability to plan and deliver against deadlines and the ability to motivate others to deliver

### **Qualifications and Experience Levels:**

- Relevant degree is preferred, HND, BTec Professional Level 5 Award or equivalent NVQ Level 5 qualifications
- Significant experience in a capacity planning role within the automotive or manufacturing/engineering environment
- Excellent understanding of the automotive industry and production processes and capacity planning
- Demonstrable experience in statistics, forecasting and management information methods and techniques
- Significant experience of building capacity/forecasting models and plans and undertaking complex analysis to create information
- Experience of delivering results through cross-functional working
- Proven people management skill set
- Strong IT systems knowledge and skills including advanced Excel skills and the ability to learn new software packages

### **Example roles this job description may cover:**

- Forecast and Planning Manager
- Planning Manager
- Forecasting and Capacity Planning Manager

- Resource Planning Manager