



Graduate Capacity Planner – Job Description

(Job Code and Level: MPLCP000)

Definition:

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

Overall Purpose of the Role:

To assist, in planning activities to ensure production capacity plans are aligned with customer demands, manufacturing schedules, stock levels and costs.

Duration:

Graduate placements are generally between 3 and 6 months, during which time the incumbent will deliver a project or process improvement to ensure continuous functional improvements, whilst developing a knowledge and competence of the generic role they are undertaking.

Key Responsibilities:

General and Task Management

- Assist with the creation of capacity plans which meet business targets and optimise manufacturing efficiency and costs
- Analyse appropriate information and data in order to prepare schedules, plans and forecasts
- Support the Analysis of production specifications and capacity and undertake appropriate calculations to estimate job requirements, in terms of labour, tools, materials and resources
- Review systems and methods and suggest improvement plans so that the organisation can better anticipate customer needs
- With guidance, assess existing capacity and draw up forecasts based on future plans for demand
- With guidance, reconcile variances from original plans and maintain a view of actual against forecast projections
- Review trends, research data and evaluate and prepare results
- Attend meetings and provide support as and when required

- Prepare reports and information
- Provide general administrative support

Self Management

- Work in a safe manner and comply with the Health, Safety and Environmental Policies
- Balanced and confident
- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood
- Consistently manages the task
- Is self aware
- Is resilient, optimistic and open to change
- Shows moral courage, openness and honesty in all dealings

Skills and Attributes:

- Strong computer skills, particularly Excel and the ability to learn new systems quickly
- Good analytical and numeracy skills
- Good problem solving abilities
- Excellent attention to detail
- Good communication and interpersonal skills
- Able to meet deadlines and work under pressure

Qualifications and Experience Levels:

- Relevant business/commercial or manufacturing/engineering degree
- Membership of an industry related professional body would be advantageous
- A knowledge of automotive processes would be advantageous
- Computer literate, especially Excel skills and able to analyse data

Example roles this job description may cover:

- Assistant Capacity Planner
- Capacity Planning Trainee
- Graduate Planner