### Role Description & Person Profile

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| **Role** |  |
| **Job title** | Raw Material Planning Controller |
| **Division** | AB Agri Mono UK & IE |
| **Department** | Procurement |
| **Location** | Hybrid/Peterborough |
| **Team Structure** | Reports to the Raw Material Planning Team Leader |

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| **Description** |  |
| **Impact Statement** | To ensure the timely, efficient and cost-effective supply of raw materials into manufacturing sites, to support the efficient production of feed.  Key to the success of this role is a strong collaboration and communication with functional stakeholders, external suppliers and hauliers along with a strong team working ethos. |
| **Role Objectives** | * To plan the supply of raw materials into manufacturing sites based on production demand, stock levels and capacity information, in line with agreed processes. * Provide a good and efficient standard of customer service to our internal stakeholders through positive communication. * Coordinate with suppliers and hauliers to arrange fixings, confirm delivery instructions and manage delivery exceptions whilst building strong relationships with both. * Work collaboratively with the Procurement team to manage purchase contract call-offs, actively administer contract balances, and provide visibility of significant changes in requirements * In conjunction with the Central Finance teams, investigate and resolve any supplier invoice queries on a timely basis. Be proactive in minimizing invoice queries when placing fixings and arranging haulage. * Closely interact and forge relationships with manufacturing sites to quickly react to changing operational requirements and escalate issues when appropriate. * Assist in the management of site stocks and the control of stock variances. Actively challenge stock variances with manufacturing sites. * In conjunction with key stakeholders, continually look at ways to improve processes, procedures and ways of working together * Any other duties considered appropriate for the role by your line manager |
| **Key Stakeholders** | * Internal Stakeholders: Site Operational team, Supply chain, Central and Divisional Finance, Customer Support and Transport Planning. * External Stakeholders: Raw Material Suppliers and Hauliers |
| **Scope** | * A good understanding of production processes and inventory management * Ability to build strong collaborative relationships with internal and external stakeholders * A strong service orientation able to anticipate and quickly resolve issues and exceptions |

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| **Person Profile** |  | **Essential or**  **Desirable** |
| **Knowledge** | * A good knowledge of production processes and inventory management * Strong analytical skills and a proven ability to utilise spread sheets and complex operating systems * Ability to manage third party suppliers and hauliers to optimise costs and attain the highest level of delivery performance * Ability to anticipate and resolve potential issues, and prioritise workload when under pressure * Good communication and interpersonal skills, with an ability to build collaborative relationships * Knowledge of Health & Safety, quality assurance and environmental law and policy | E  E  E  E  E  D |
| **Experience & Skills** | Key behaviours;  **Prioritise safety**  Prioritise animal welfare and the safety of our people, partners and customers  **Work Together**  Value the contribution of everyone irrespective of role.  Take a one team approach.  Listen and share ideas even if not your ‘day job’.  Own your decisions and mistakes with honesty and respect  Be respectful in your approach  **Solve Problems**  Challenge the normal and don’t accept the status quo  Learn from all parts of the business  Be innovative, make suggestions on processes, systems and products  **Deliver Ambitious Goals**  Do what you say you were going to do  Take responsibility for your own progression  Challenge decisions/behaviour and yourself to do better  **And finally ‘Celebrate Success’** | E  E  E  E |
| **Other Factors** | Role is predominantly office based but will require visits to manufacturing sites from time to time. Driving license is an essential requirement.  Working hours may vary depending on business priorities and you will need to be available during weekends and bank holiday periods on a team rota basis. | E  E |