



Job Title (Vidrala Group)	Planning Manager
Job Title	Planning Manager Beverages
Organisational Unit	Encirc
Business Unit	Planning
Reporting to (Hierarchical)	Head of Operations Planning
Reporting to (Functional)	Head of Operations Planning

Main Purpose of Role

The Planning Manager is responsible for leading the planning teams across the Elton and Bristol beverage facilities. This role is pivotal in balancing production efficiency with customer service, ensuring that supply chain activities are aligned with commercial priorities and operational capabilities. The Planning Manager will act as a key liaison between Encirc's operational teams and its customers through regular communication and relationship building.

The role requires a proactive approach to managing inbound logistics, particularly mitigating container bunching and flow imbalances, to ensure a smooth and uninterrupted production schedule. In addition to day-to-day planning responsibilities, the role will lead, and support cross-functional projects aimed at improving supply chain performance.

Key Accountabilities

- Optimise the production schedule balancing operational efficiency with customer service
- To manage the call off of bulk wine into site at Elton and Bristol and to manage the flow of that wine into tank
- Plan and manage bulk wine and production schedule to meet service and financial KPIs.
- To identify and deliver projects and work with customers to drive improvements into the supply chain
- Key contact for customers for escalation and weekly planning meetings
- Regularly review and adjust run rates in line with demonstrated performance
- To understand and agree with the manufacturing management team the demonstrated capability within production and to ensure that this is aligned within the wider planning process.
- Ensure strong communication and collaboration with the sales team to build trust with both internal and external customers.
- To fully participate and contribute to the monthly S&OP processes
- Track and report on production plan changes, including root cause analysis and accountability (e.g., packer vs. customer-driven changes).
- Lead and develop the planning team, fostering a culture aligned with the Encirc's values

Knowledge, Skills and Experience

Business Knowledge

- In-depth understanding of the factors involved in planning a high-volume manufacturing process, within a multi-discipline environment.
- Experience in managing the supply chain activity for a high volume 24/7 operation
- Competent computer skills, MS Office - Word, Excel, Access, use and knowledge of ERP systems.

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".

**Essential Functional / Technical Skills**

- Experience of managing the customer relationship for planning and supply processes.
- Ability to develop, manage and motivate high performing teams.
- Flexibility and ability to adapt and lead change and make operational and commercial decisions based on those changes.
- Ability to critically assess information received and review / escalate as required.
- Ability to work in partnership with a broad spectrum of stakeholders, both internal and external.

Personal Attributes / Competencies

- Alignment with our company values:
 - Commitment to Customers
 - People Commitment & Development
 - Sustainability
 - Collaboration
 - High Performance
 - Innovation & Continuous Improvement
- Alignment with our company purpose:
 - Great People
 - Great Place
 - Great Future

Impact**Individual Contribution / KPIs**

- Plan adherence
- OEE
- Doc to Fill






Key Contacts

- Customers
- Operations
- Sales

Decision Making

(Outline the most important recommendations expected to be made for others to decide on)



Value	Leads Others
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I listen and value input from stakeholders. I am a trusted advisor. ➤ I consider big picture, I identify and communicate risks, challenges and opportunities. ➤ I empower others, together we can meet the needs of customers and the organisation.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ I always provide open and honest feedback, team behaviours are values-based. ➤ As a leader, my priority is the success of others, I achieve this by offering regular feedback and development opportunities. ➤ I ensure all of my stakeholders feel safe, included and have an equal opportunity to contribute and succeed.
Sustainability 	<ul style="list-style-type: none"> ➤ I ensure others is conscious of our impact on people and environment, people and safety remain top of my agenda. ➤ I encourage others to embrace positive change. ➤ I role model how to make sustainable choices, and sustainability conscious decisions.
High performance 	<ul style="list-style-type: none"> ➤ My interactions with others are values driven and well planned. I ensure we reflect on lessons learned. ➤ We are accountable for delivering against objectives or targets. I support others through coaching, development and regular feedback. ➤ We face challenges head-on, as a team.
Collaboration 	<ul style="list-style-type: none"> ➤ I adapt my style of communication to get the best out of others and actively seek out a diverse range of perspectives and ideas. ➤ I champion equity, diversity, and inclusion. I challenge inappropriate language or behaviours consistently and respectfully. ➤ I am comfortable with not being the expert, we play to our strengths.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I create an environment where it is safe to challenge and be curious. ➤ We reflect on performance, I encourage celebration of our successes and always look for improvements. ➤ I am open to change, I communicate the reasons for change, I am transparent about the challenges.