



Job Title (Vidrala Group)	Bulk Planner
Job Title	Bulk Planner
Organisational Unit	Encirc
Business Unit	Planning
Reporting to (Hierarchical)	Planning Manager
Reporting to (Functional)	Planning Manager

Main Purpose of Role

The Bulk Planner is responsible for managing the flow of bulk wine into site and for creating production schedules for ancillary site activities such as blending, bag in box and canning. 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 Bulk Planner will chair regular internal planning meetings that focus on aligning the schedule to the operational, material and bulk constraints, agreeing mitigation plans and communicating any plan changes effectively internally and to logistics suppliers as required.

The role requires a proactive approach to ensure a smooth and uninterrupted production schedule, that balances Encirc's requirements and its customers.

Key Accountabilities

- To manage the call off of bulk wine into site and to coordinate the flow of that wine into tank
- Review customer / haulier forecasts.
- Optimise the production schedule balancing operational efficiency with customer service
- Raise works orders and rework orders as required.
- Ensure ERP inputs reflect schedule in order to ensure a smooth intake operation and required availability for filling lines to operate is achieved.
- Track and report on production plan changes at daily production meeting
- Plan production schedule to meet service and financial KPIs.
- To be an active participant in projects and work with customers to drive improvements into the supply chain
- Key contact for customers ad hoc and at 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 provide holiday and absence cover for the lead planner
- To 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).

Knowledge, Skills and Experience

Business Knowledge

- Experience in planning a high-volume manufacturing process, within a multi-discipline environment.
- 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 Self
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I am open and honest, I strive to exceed expectations while remaining realistic. ➤ My stakeholders can trust me to be honest and supportive. ➤ I seek and act on feedback.

"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".



People Commitment and Development 	<ul style="list-style-type: none"> ➤ Through reflection I am clear about my own development needs, I seek feedback and support. ➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. I respectfully call out any unsafe or disrespectful behaviours, every time.
Sustainability 	<ul style="list-style-type: none"> ➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one. ➤ I engage with new initiatives, and I champion our sustainability goals. ➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.
High performance 	<ul style="list-style-type: none"> ➤ I understand my part in our company purpose, mission and values. ➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets. ➤ I approach challenges positively; I respond to changing priorities and maintain high standards.
Collaboration 	<ul style="list-style-type: none"> ➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust. ➤ I use my strengths to support others, I ask for help and welcome input. I am accountable to my team for delivering against agreed standards.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I am curious and contribute ideas for improvements when I have them, no matter how small. ➤ I remove barriers to progress, I start with why. ➤ I embrace change, I work with others to make necessary changes possible.