

## **JOB DESCRIPTION**

<b>Job Title:</b>	Planner – Print Logistics
<b>Department / Business Stream:</b>	OCR
<b>Location:</b>	Cambridge
<b>Reports to (job title):</b>	Logistics Manager

### **JOB PURPOSE**

To own the print and despatch forecasts and schedules for OCR that ensure the right assessment material is sent to the right places at the right time in the right quantity, and ensure these fit with the plans for the other Cambridge Assessment business streams so that the Group obtains the maximum benefit from its investment in the use of Group Print & Operations (our internal logistics provider at DC10) and Canon (our external print supplier).

### **PRINCIPAL ACCOUNTABILITIES**

Development, negotiation and maintenance of OCR's annual print plans for both confidential and non-confidential items:

- o Review and agreement of schedules and forecasts with Group Print Operations, Canon and the other Group business streams;
- o Creation and maintenance of detailed print plans and forecasts;
- o Instruction of requirements to Order Management Administrators to ensure accuracy and timeliness of print orders

Development, negotiation and maintenance of OCR's annual despatch plans for both confidential and non-confidential items:

- o Review and agreement of schedules and forecasts with Group Print Operations and the other Group Business streams;
- o Creation and maintenance of detailed despatch plans and forecasts;
- o Instruction of requirements to Order Management Administrators to ensure accuracy and timeliness of despatch orders.

To produce timely and concise management and financial reports; deliver clear information against Key Performance Indicators and progress against key services; continually assess operational risk and impact.

To develop training plans & activities and create awareness programmes; strive to create multi-skilled teams and individuals that are flexible and able to interchange.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

### **Qualifications**

Educational or work experience which demonstrate:

- Industry Business Processes – relevant systems and processes used in the industry/sector including creation and management of schedules, management of process critical suppliers (internal and external) and forecasting methodologies.
- Process Management – managing issues and avoiding bottlenecks
- Allocating Resource Effectively – balancing resource to achieve competing goals and targets
- User Acceptance Testing – creating test plans and completing testing to schedule; 100% system reliability and accuracy of data

### **Skills**

- IT – able to use software packages to produce appropriate materials.
- Numeracy – able to interpret data comfortably.
- Performance – consistent target achiever and able to spot gaps in processes and performance
- Evaluate – processes and activities; make recommendations for improvements
- Challenge – historical and long standing processes and improve activities and services
- Feedback – provide effective & appropriate feedback to teams and individuals in order to improve performance
- Decision-making – able to apply knowledge of role and area in order to make sound business decisions and escalate where appropriate.
- Communication – explain ideas clearly and fluently in writing and verbally.

### **Experience**

- Consistently achieved a number of competing objectives.
- Held Management roles; also experienced as a Team Member; some experience in line management.
- Managed resource, budgets, processes and services.
- Some regulated sector experience that have experienced change.
- Participated in a number of Change Projects.
- Managed some bulk or complex processes; ability to manage competing priorities.

### **Behaviours**

- 'Can do' – determined and resourceful in order to deliver the best results for the business within the agreed timescales and resources.
- 'Embraces change' - future focused, inquisitive, open minded and seeks learning opportunities.
- Accurate and efficient - strives to work to the highest levels possible at all times.
- Customer focused – considers the impact of their actions on customers.
- Flexible and adaptable – can take on board new ideas and concepts quickly and easily.
- Target driven – comfortable with being directly and frequently measured on performance; happy to be pushed.
- 'Collaborative' - Able to work effectively and inclusively with a range of people, both within and outside the business.
- 'Owns it' - willing and able to make decisions within a clearly defined area and happy to take responsibility for them.