

## **JOB PROFILE: PRODUCTION PLANNER**

### **WHAT DOES A PRODUCTION PLANNER DO?**

A production planner has responsibility for the planning and smooth running of the production process within a company.

They draw up a schedule of work, which is agreed with the production manager or director. The schedule contains details of the materials and machines to be used, cost of materials, mechanical and human resources, the time required to do the job, and the quality standards to be met.

They receive regular information on progress and deal quickly with any problems, such as a shortage of staff or materials and machinery breakdowns.

### **WHAT'S A WORKING WEEK LIKE?**

Manufacturing production planners usually work a 40 hour week, Monday to Friday. They may also work evenings or some weekends.

Production planners are mainly office-based, but also spend time out on the factory shop floor. Modern factories environments can be clean, light and air-conditioned.

### **WHAT SKILLS WOULD I NEED TO BECOME A PRODUCTION PLANNER?**

To be a production planner you need to have:

- A clear understanding of production processes
- Project work experience
- Great communication skills

- Be able to motivate staff and provide leadership to a team
- Have good problem solving skills and make quick decisions
- Be able to compile detailed working schedules
- Planning and analytical skills
- IT skills

### **HOW DO I BECOME A PRODUCTION PLANNER?**

There are no set entry requirements for a manufacturing production planner. It is sometimes possible to start as a production worker and be promoted internally.

Requirements can vary for direct entry as a production planner, but a BTEC/SQA higher national certificate or diploma (HNC/HND) or a degree is normally needed.

Employers may require a degree in manufacturing, production engineering, technology, science or maths.

Entry requirements for a HNC or HND are four GCSEs (A-C)/S grades (1-3) plus one A level/two H grades. For a degree, five GCSEs (A-C)/S grades (1-3) plus two A levels/three H grades are needed. Equivalent qualifications may be accepted.

An Access to Higher Education qualification may also be accepted for entry to certain courses. If you're experienced in a related field, you may be able to gain recognition of skills through Accredited Prior Learning (APL). Please

check with colleges or universities for exact entry requirements.

### **TRAINING FOR WORK**

Training is usually delivered by the employer. The Institute of Operations Management offers courses that may be relevant.

### **ONGOING DEVELOPMENT**

Experienced manufacturing production planners in large companies may have opportunities for promotion to management level. Opportunity to work overseas may also occur if the company has worldwide interests.

### **SALARIES**

*(Figures are intended as a guideline only)*

Production planners usually start at around £13,500 a year.

Experienced production planners can earn up to £18,000.

Senior production planners in larger companies can earn up to £24,000.

### **FURTHER INFORMATION**

[www.iomnet.org.uk](http://www.iomnet.org.uk)