

JOB DESCRIPTION

Job Title:	Change Controller – Production Planning	
Full or part-time role:	Full time – 40 hours per week	
Company:	SC Group Ltd	
Main purpose:	Reporting to the Procurement and Production Planning Manager, the Change Controller, will ensure design intent & audit trails are maintained during the assembly of SC Group and customer products. The Change Controller will be expected to manage their own workflow and implement design changes as they are released from the Engineering department.	
Issue & Date:	Issue 03	11/11/2021

SC Group designs and manufactures special purpose machines and equipment. As a SC Group employee you should work as part of the team, being flexible in your approach to your work, fulfilling any reasonable request to do any task that arises and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> Ensure that Engineering Tasks and relevant drawings are checked to ensure they are production ready and achievable. Implement design changes within production and account for stock up- issues in line with Stakeholder approval. Create Production part numbers & Production Bills of Material (BOM) whilst ensuring design intent is fulfilled. Arrange and schedule Modification Production Orders to ensure configuration is controlled. Identify items on the critical path and liaise with Purchasing to expedite where possible Give clear instruction to Purchasing of what needs to be bought and schedule of delivery. Analyse Engineering drawings and BOMs to enable make/buy decisions & estimate labour times on internal manufacture. Provide cover for and support the Procurement and Production Planning Manager when required. Provide cover and support for the Production Planners when required. Day to day management of your workload, prioritising tasks. 	<ul style="list-style-type: none"> To know and understand the Company Handbook and follow the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate. The main duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act and Official Secrets Act. Confidentiality must be maintained at all times. Ensure all personal data is managed in accordance with company policy .

Employee	Name:	Signature:
		Date:
Manager	Name:	Signature:
		Date:

PERSON SPECIFICATION

	Essential	Desirable
Work based competencies	<ul style="list-style-type: none"> Effectively communicates with all members of SC Group staff Deals with problems and challenges efficiently and effectively Administratively effective – keeps business information updated, easily accessible and secure Uses initiative and is self-motivated Proactive not reactive. High degree of accuracy Quick to learn 	
Behavioural competencies	<ul style="list-style-type: none"> Approachable and dependable Able to lead and mentor Able to meet deadlines Able to work effectively under pressure Must be flexible and dynamic. Able to work to rapidly changing priorities Strong decision making 	
Qualifications & experience	<ul style="list-style-type: none"> Mechanical background Good knowledge of Microsoft office package Able to read and understand all aspects of technical drawings Demonstrable knowledge of the configuration/change control process 	<ul style="list-style-type: none"> Experience of working with MRP systems Experience of working with drawing Vault Experience of working with BOM Trackers HNC/ HND or equivalent qualification in an Engineering discipline
Organisational fit	<ul style="list-style-type: none"> Able to work on an informal basis with colleagues and communicate directly Able to work as part of a team Communicates honestly, openly and positively Able to work on your own initiative and maintain your own motivation Able to work on an outcome related performance system Has a positive approach to problems Understands and promotes the benefits of company core values 	<ul style="list-style-type: none"> Good organisational skills Has the desire and ability to contribute to the company as a whole