

JOB DESCRIPTION

Senior Logistics Planner, Commercial team – 12-month Fixed Term Contract

CONTEXT

Everyone TV runs the UK's free-to-view TV platforms – Freeview, Freesat, and now Freely.

Freeview is the UK's largest TV platform, watched in over 18 million homes. Freeview Play, our live and on demand TV service, is used on five million devices. Freesat serves 1.5 million homes carrying over 170 channels and offering linear TV over satellite and on demand content over the internet.

We're also leading free TV's evolution for a streaming age through the creation of our new Freely service which has recently launched on smart TVs in 2024, bringing aggregated live channels and free on-demand content to UK viewers over the internet for the first time.

Everyone TV is a joint venture which is owned and supported by the UK's leading public service broadcasters (PSBs) - BBC, ITV, Channel 4 and Channel 5. We are not-for-profit and funded directly by our Members, and revenues from a range of commercial activities.

Our mission is to champion free TV for all. We're passionate about bringing together great TV in one place, for free, for the nation. Working in partnership with the PSBs and many other industry players, we are focused on offering the best free TV experience to UK viewers however they connect - terrestrial, satellite or internet - ensuring that free TV – with public service broadcasting at its heart – remains as strong and vibrant in the future as it has been to date.

THE WAY WE WORK

Ambitious – We aim high. We are determined and ambitious about our work, always delivering the very best for our viewers.

Collaborative – We achieve together. We create strong partnerships based on trust and respect.

Supportive – We grow together. We learn from each other, and we invest in people's wellbeing and development.

ABOUT THE ROLE

The Senior Logistics Planner will play a pivotal role in managing both forward and reverse supply chain operations, ensuring a seamless alignment between supply and demand. Reporting to the Head of Sales and Retail Marketing, you will be part of the Commercial team. Your expertise will be crucial in optimising our supply processes, enhancing efficiency and driving operational excellence. As a key contributor at the heart of our sales team, you will collaborate closely with cross-functional teams, using your analytical skills to drive data-informed decisions to align supply chain strategies with business goals, and market demand.

RESPONSIBILITIES

- Oversee the entire end-to-end forward and reverse supply chain processes ensuring efficiency and cost effectiveness, with a key focus on data integrity.
- Demand Forecasting: Develop accurate rolling forecasts at stock-keeping unit (SKU) level using statistical, analytical and seasonal demand data to optimise inventory.
- Supply Planning: Oversee sales and operations planning (S&OP) processes, tracking stock levels, orders, deliveries and storage.
- Inventory Management: Analyse logistics performance metrics to optimise stock levels ensuring adequate stock availability, while minimising excess inventory and associated costs.
- Data Analysis: Utilise advanced analytical tools and techniques to monitor supply chain performance metrics, identify inefficiencies, and implement process improvements.
- Monitoring Conformance: Ensuring all system certificates are up to date, including regular monitoring and renewal as needed, stock takes and managing quarterly Waste Electrical and Electronic(WEE) compliance and reporting.
- Process Improvements: Continually assess and enhance supply chain processes to ensure the right structure is achieved, aligned with strategic requirements to meet changing business goals and KPIs.
- Reporting: Prepare and present regular reports on supply chain performance. Forecasting accuracy and inventory levels.
- Manage the replacement parts programme, assessing inventory levels and co-ordinating with suppliers to ensure continuous availability and cost efficiencies.
- Working closely with cross-functional teams on all financial queries. Conducting system checks ensuring all processes are completed by month end closing.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Minimum 3 years' experience managing both forward and reverse supply chains with strong knowledge of end-to-end supply chain processes, inventory management and planning.
- Supply Chain Technologies: In-depth understanding of supply chain software, SAP ByDesign, or similar systems and a working knowledge of demand forecasting for stock availability are essential.
- Data Analysis: Proven experience of data analytics tools and methodologies including Microsoft Excel for forecasting, managing large data sets, database analysis and the use of VLOOKUPS and pivot tables to forecast demand.
- Strategic thinking: A demonstrable background in identifying and delivering supply chain strategies and improvements aligned with business goals.
- Sound knowledge of account management, and experience in working with systems using different technologies like Six Sigma, Drupal, Zendesk and custom business middleware's.
- Ability to build effective, collaborative relationships, both internally and externally, in a fast-moving environment, updating stakeholders on stock position and identifying potential supply chain issues.
- Excellent organisation and planning skills with exceptional attention to detail.
- Excellent communication skills, clear presentation, and written skills with the ability to make complexity simple for others to understand.

PERSONAL ATTRIBUTES

- High numeracy and analytical ability.
- Ability to think strategically and execute methodically.
- Shows initiative and flexibility, even when working under pressure.
- Sees the bigger picture and can find a way through ambiguity.
- Committed, initiative-taking and driven to deliver.
- Resilient and able to deal with setbacks.
- Embraces and promotes a diverse working culture.
- Aware of own development needs and relishes the opportunity to expand the breadth of their skills and knowledge.

LOCATION

The role is based in Everyone TV's central London offices, at the South Bank.

The company offers flexible working, and we are currently working a hybrid pattern.