

# Manufacturing Production Planner/Scheduler

## National Occupational Standard Summary



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### Definition of occupation | **Manufacturing Production Planner/Scheduler**

The Manufacturing Production Planner/Scheduler coordinates and expedites the flow of work and materials within or between departments of the business according to the established production schedule. They review and distribute production, work, and shipment schedules, coordinate with department supervisors and production/manufacturing managers to determine progress of work and completion dates, and compile reports on the progress of work, inventory levels, costs, and production variances.

The Production Planner/Scheduler may liaise with external supply chain agents or their organization's supply chain managers in order to understand lead times, delivery cycles, minimum order quantity, and other aspects that influence production scheduling.

The Production Planner/Scheduler may also be required to liaise with maintenance department personnel to understand changeover/set-up requirements and ongoing periodic/routine maintenance requirements for production assets in order to optimize the scheduling of those assets for production.

### Level of education, training or designations requirements

<b>Typical Education Required</b>	Secondary	College	Bachelor	Master	PhD
<b>Typical Starting Experience</b>	0-5 yrs.	5-10 yrs.	10-15 yrs.	15-20 yrs.	20+ yrs.

- Engineering Degree/P. Eng. is generally required (chemical, bio, mechanical, automated systems, electrical, or industrial engineering degrees are all applicable, depending on the type of product being manufactured)
- Minimum five years of experience in a manufacturing/production environment is typical
- PMP certification is an asset
- Strong understanding of Lean manufacturing principles and continuous improvement processes
- Strong understanding of quality management systems (QMSs) and the related standards and their interpretation

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- Strong understanding of material handling and supply chain principles
- Experience with root cause analysis techniques to investigate and resolve production nonconformances
- Proficiency with applicable computer software packages for technical/engineering design and drawing, office productivity (Microsoft Office Suite), project management, and supply chain management software is generally required

This role works in the following subsectors:

<b>Applicable To</b>	Bio-Health	Agri-Bio	Bio-Industrial	Bio-Energy
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The level of complexity of the role is:

<b>Span of Complexity Levels</b>	Foundational	Operational	Specialist/ Management	Expert/Executive
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**MANUFACTURING PRODUCTION PLANNER/SCHEDULER COMPETENCY SUMMARY**

Competencies	Complexity Level Required			
	1 Foundational	2 Operational	3 Specialist/ Manager	4 Expert/ Executive
<b>Core</b>				
Production Planning				
Production Scheduling				
<b>Technical</b>				
Production Monitoring				
Production Reporting				
Production Optimization				
Supply Chain Optimization				
Quality Management				
<b>Industry Regulatory</b>				
Implementation of HSE Policies Within Own Work Domain				
<b>Personal and Professional</b>				
Communication				
Problem Solving				
Collaboration/Teamwork				

### Core competencies

#### **Production Planning**

Gathers and interprets sales forecasts and customer orders and combines this with knowledge of production processes and capacity in order to develop long range production plans and options that will meet commitments while maximizing the utilization of internal and external production capacity and resources.

#### **Production Scheduling**

Works with management in coordinating and planning production activities to improve runtime and optimize output from existing production capacity.

### Technical competencies

#### **Production Monitoring**

Extracts information from ERP and MRP systems to detect potential production issues and liaises with production departments to adjust schedules and optimize production activities, flow, and throughput.

#### **Production Reporting**

Gathers data from multiple sources to produce reports for company leaders that show actual production vs. budget, including variances in key performance metrics, for use by production managers to identify and address production issues so that overall performance targets can be achieved.

#### **Production Optimization**

Reviews historical production data and applies Lean manufacturing processes to identify issues and develop potential solutions that will improve overall production efficiency.

#### **Supply Chain Optimization**

Develops and publishes scientific reports and other technical documents to chronicle and advance the body of research and development (R&D) knowledge. Also creates project reports to ensure that all relevant R&D information is tracked and available to stakeholders as required and to demonstrate compliance with all regulatory requirements.

### **Quality Management**

Assists in ensuring adherence to the organization's quality management system (QMS) as it applies to production by ensuring that the required inventories, machine/process capacity, and human capital are available to execute the required production processes.

## Industry regulatory competencies

### **Implementation of HSE Policies Within Own Work Domain**

Ensures adherence to organization's health, safety and environmental (HSE) policies and practices in order to create a safe and compliant workplace.

## Personal and professional competencies

### **Communication**

Communicates strategically in verbal, non-verbal, written, listening, and two-way communication, generating enthusiasm and fostering an atmosphere receptive to open exchange and creativity, in order to ensure organizational goals and performance metrics are achieved.

### **Problem Solving**

Recognizes and reacts to issues and variances as they occur and utilizes sound techniques to gather and analyze multiple factors in order to determine and recommend appropriate courses of action.

### **Collaboration/Teamwork**

Uses understanding of individual and team dynamics to effectively plan and execute work with other people.

## USE NATIONAL OCCUPATIONAL STANDARDS TO:

- ✓ Build a job description
- ✓ Plan professional development
- ✓ Map career progression and succession planning
- ✓ Benchmark compensation

View the full National Occupational Standards at [biotalent.ca/NOS](https://biotalent.ca/NOS)

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