

Job title: Transport Distribution Planner

Core information

Location: John Lewis Primary Transport - based at either Magna P... ▾	Lines of business or shared capability area: Supply Chain
Reports to: Transport Planning Section Manager, JL Primary Transport	
People Management: No ▾	
Assignment Management: No ▾	
Partnership Level: Partnership level 9 ▾	Manager's Partnership level: Partnership level 8 ▾
Number of direct reports: 0	Partnership level(s) of direct reports: None ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

This is a key support role managing the outbound planning of vehicles and volumes of stock from our John Lewis National Distribution Centres. This role would suit someone who is able to plan effectively, whilst ensuring a high level of accuracy is maintained. Effective relationships and basic negotiating skills will be developed and maintained with Transport Partners and National Distribution Operational Teams. High levels of communication via Email and telephone will be required, so the ability to communicate effectively with a large number of stakeholders is essential.

To Deliver

- Strategic and Operational delivery plans
- Contributions to projects involving scheduling and distribution
- Material reduction in the cost of distribution to the Partnership as a whole
- Identify opportunities and recommend process improvements and solutions through continuous improvement to move the business forward



Primary Outcomes & Accountabilities

- To produce and maintain a strategic and operational daily transport schedule that supports the budget and ensures all service level agreements are maintained.
- Consistently communicate with all stakeholders to ensure KPIs and targets are achieved and maintained.
- To plan for deliveries across the National Distribution Centres to all JLP Branches, Customer Delivery Hubs, Waitrose Stores and Third Party Warehouses which incorporates backhaul collections and stock moves where applicable.
- To produce daily reports against the schedule that are accurate, practical, and legal and aim to minimise costs of distribution using the available scheduling software tool.
- To co-ordinate and communicate the transport schedule with the National Distribution Centre's, Customer Delivery Hubs, selling Branches and Third Party Warehousing.
- Provide outstanding service and technical support to our operational customers, e.g. Transport Operations, Branches, CDHs, DCs and other departments.
- Participate in other work and initiatives as required, e.g. Stock migration, collaboration and peak / off-peak strategies.
- Ensure the daily plan is compliant with current working time directives and EU drivers' hours regulations.
- Behaves inline with the Partnership's purpose and democratic principles, promotes co-ownership to customers and each other that we're a better way of doing business.
- Shares knowledge, experiences, ideas and opinions to improve the Partnership, speaking honestly and frequently.
- Invests in your personal and professional development to achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your line of business or shared capability.
- Takes responsibility for actively engaging with change.

Measures of success

- Daily transport plan delivered within agreed SLA that maximises load fill and driver utilisation
- 100% accurate reporting delivered on time
- Achievement of all service-level agreements
- Active Goals in Workday
- Absence <3%



Skills

- Customer centricity - Understands the end-to-end customer journey and puts every customer, both internal and external, at the heart of everything we do
- Agile approach - Able to easily adapt according to circumstance and change approach as required
- Continuous improvement - Consistently demonstrates a continuous improvement mindset
- Critical thinking - Uses data and evidence to develop thinking and form reasoned judgements
- Influencing decisions and stakeholders - Works collaboratively through active listening and assertive communication to reach win-win outcomes. Adapts style to influence stakeholders and keeps Partnership interest at the forefront of decision-making

Qualifications & Experience (where applicable)

Essential

- Good working knowledge of IT systems (Microsoft Excel skills)

Desirable

- Paragon software experience
- Crystal Reporting

Version	Created/updated by	Date
1	Paul Turner	26/03/2024