

Job title: Distribution Planner

### Core information

<b>Location:</b> Bracknell head office ▾	<b>Lines of business or shared capability area:</b> Supply chain
<b>Reports to:</b> Senior Transport Planner	
<b>People Management:</b> No ▾	
<b>Assignment Management:</b> No ▾	
<b>Partnership Level:</b> Partnership level 9 ▾	<b>Manager's Partnership level:</b> Partnership level 8 ▾
<b>Number of direct reports:</b> 0	<b>Partnership level(s) of direct reports:</b> 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 and Waitrose, 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.



Primary Outcomes & Accountabilities	Measures of success
<ul style="list-style-type: none"><li>Logical Thinker: Good numeracy skills and a natural ability to solve complex problems.</li><li>Transport Knowledge: Sufficient Transport and planning experience to be credible across the Supply Chain Community.</li><li>System Knowledge: Understanding of components of our Waitrose TMS Solution and WMS, including the integration of BoB, Paragon, Microlise, and C3.</li><li>Influence &amp; Communication: Proven experience influencing and communicating with stakeholders across different directorates (e.g., IT).</li><li>Attitude: A willingness to learn fast and adapt when issues arise, and a results-oriented focus on cost savings.</li><li>Tech Confidence: Comfort using Google Workspace (Sheets, Docs, Drive).</li><li>Be an ambassador for Partner Engagement.</li><li>Consistently demonstrate and promote continuous improvement.</li><li>Lead by example with good flexibility to deliver maximum efficiency.</li></ul> <p><b>Bonus Experience: Experience with at least two of the following: Microlise, BoB (Branch Order Builder), C3, WMS, and Paragon.</b></p>	<ul style="list-style-type: none"><li>KPI Measures will be (but not limited to) Vehicle fill case, Driver Utilisation, Hours Per Trip, Asset Utilisation</li><li>System and process adherence</li><li>Feedback from RDC and Distribution management</li><li>Feedback from operational transport teams</li><li>Successful implementation of tactical initiatives</li></ul>

Skills	
Agile Approach	Able to easily adapt according to circumstances and change approach as required
Customer Centricity	Understands the end-to-end customer journey and puts every customer, both internal and external, at the heart of everything we do
Continuous Improvement	Consistently demonstrates a continuous improvement mindset
Role Modelling	Demonstrates ethical partnership behaviours and inspires others to replicate
Stakeholder Management	Identifies key stakeholders, their motivations and priorities, and considers these when building and managing relationships. Anticipates stakeholder challenges and proactively plans for these, displaying strong communication skills
Systemically competent	Skilled Paragon User
Logistically minded	Knowledge base around logistics

### Qualifications & Experience (where applicable)

#### Essential

- A clear understanding of components of Waitrose TMS Solution, plus WMS to include the integration of BOB, Paragon, Microlise and C3
- Sufficient Transport and planning experience to be credible across the Supply Chain Community and across the Partnership
- Experience of influencing and communicating with stakeholders from different directorates (for example, IT)
- Results-oriented / driven by cost savings

#### Desirable

- Transport Manager CPC

Version	Created/updated by	Date
1	Simon Barrett	26 <sup>th</sup> November 2025