

Job Description

Job Title:	Transport Planner
Reports to:	Planning Manager
Location:	Longtown
Job Purpose	
<p>To efficiently schedule the daily planning activity, optimising the use of vehicle and driver utilisation whilst taking account of relevant legislation. All related information must be accurately recorded onto company and other IT systems.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Effective planning of an agreed amount of resource (vehicles, drivers, trailers) maximising vehicle utilisation and minimising cost. • Ensuring planned routes are in line with working time directive (WTD) and drivers hours rules. • Producing cost efficient operational transport plans daily. • Assisting the National Planning & Projects Manager to ensure the department runs smoothly and effectively. • Producing optimised daily transport plans and approving transport routes. • Understanding and achieving KPI targets relating to the safe and efficient use of our fleet. • Constant communication with stakeholders to ensure agreed customer SLA's are achieved and maintained, in conjunction with other departments and customer requirements. • Communicate with Operational Leads to maximise collaboration between departments and increase profitability for the organisation. • Ensuring continuous improvement of the transport network, driving up customer satisfaction and improving the cost effectiveness of Transport. 	
Core Responsibilities (applicable to all employees)	
<ul style="list-style-type: none"> • To promote best practice in maintaining high levels of Customer Service • You must comply with all health and safety rules and regulations regarding the health and safety of yourself and others who may be affected by your acts or omissions. • Report any health and safety issue including accidents to self. • Follow all site rules. • You must comply with all relevant legislation. • Undertake such other duties that are required from time to time commensurate with this position. • Promote Wm. Armstrong in line with current company values, beliefs and branding. 	
Direct Reports	Yes or No <i>(detail below if yes)</i>
	<ul style="list-style-type: none"> • No
Internal and External Relationships	
<ul style="list-style-type: none"> • Drivers • Colleagues • Managers 	

- Subcontractors
- Customers

Knowledge, Skills and Experience Needed (Essential/ Desirable)

- Previous Transport and Logistics experience essential.
- Previous use of Road Runner TMS, Microlise and Tachomaster systems desirable.
- Strong understanding of driver's hours regulations and working time directive.
- Excellent problem-solving skills with an analytical approach.
- Good interpersonal skills, written and verbal.
- Previous experience in an operational context advantageous.
- Previous experience within a warehousing context advantageous.
- Excellent communication and interpersonal skills.
- Self-motivated and able to work without close supervision.
- Ability to work under pressure, both individually and as part of a team.
- Ability to ensure that targets are met both individually and as part of a team.
- Good numerical and analytical skills, including experience of spreadsheets and computer-based systems, including Microsoft products.
- Flexible approach to work demands, including some evening and weekend work.
- Good telephone manner and communication skills.

NB: Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. Work location is subject to discussion with immediate line manager and the requirements of the business.