



Job Description

Job Title:	Work Scheduler – Production Hereford & Mid Wales 6 Month FTC/Secondment
Reports to:	Performance Manager – Production HMW
Team:	Hereford & Mid Wales Production
Location:	Broomy Hill
Salary Band:	3 (£20,627- £23,437)

As a credible member of the Hereford & Mid Wales Production Team you will:

- Ensure that all work orders completed on our assets are recorded accurately.
- Support the Production team minimising the number of outstanding order within SAP.
- Ensure ordering and SRM records are completed and maintained.

As Work Scheduler you will be required to:

- Input and maintain SAP / SRM records relating to work order instructions completed.
- Liaise with contract teams to obtain data for updating.
- Handle incoming post & distribute as appropriate.
- Be responsible for maintaining filing systems of paper based records for audit purposes.
- Undertake any other tasks you are requested to carry out.
- Raise and maintain purchase orders on behalf of local and field based staff, supporting local staff in purchasing matters and resolution of purchasing related local queries.
- Check and process goods receiving, blocked and parked invoices and other purchasing related documents.
- Maintain monthly order logs of all goods purchased and service orders.

Principal Accountabilities

- Ensure compliance with SAP asset data.
- Achievement of the expected company standards and targets.
- Support Continuous Improvement culture, suggesting and recommending improvements to the Production Team.
- To investigate and provide reports as requested.
- Ensure compliance with all internal audit and all regulatory procurement requirements.

Experience, Qualifications and Skills	Assessment Method		
	A	I	T
A team player who understands the importance of ownership and responsibility	X	X	
Proven knowledge of the SAP production system	X	X	
The ability to work to tight timescales	X	X	
Ability to use Microsoft IT systems effectively	X	X	
Excellent communication skills	X	X	
Key Relationships and Interactions			
The ability to develop positive working relationships and to be seen as a representative of the business is required for this role.	X	X	

Key:

A – Assessed via application form

I – Assessed at interview

T – Assessed using appropriate method e.g. psychometric / ability test /scenario based

Competencies	Assessment Method		
	A	I	T
Achievement Motivation - The drive and energy to produce excellent results and to continually find ways of improving relationships, Outputs and processes.	X	X	
Attention to Detail – The ability to think strategically with the ability to analyse, understand and produce detailed information accurately that supports strategy and decision making	X	X	
Communication skills – The ability to show empathy to our customers Whilst not losing focus on company policy. The drive and ability to exchange appropriate information with relevant people at the right time. The desire and skills to seek first to understand as well as to be understood. To be as open as confidentiality allows.	X	X	
Ownership and reliability – The readiness to take responsibility for tasks to be completed within the timescales set.	X	X	

Application Method:

- If you wish to apply **please complete an Application Form** (which can be obtained on the Vacancies page of the Dwr Cymru Website or the Infozone) to recruitment@dwrwymru.com
- In order to assess a candidate's suitability, Applications should demonstrate evidence in relation to the Experience, Qualifications and Skills and Competencies listed above.

**Dŵr Cymru Welsh Water is an Equal Opportunities Employer
Welsh language skills are desirable for this post**