

Clearly Drinks	Position Description	Nº ISO	
		Edition	01
	Head of Supply Chain	Date	Apr 2025
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Overview

Position title:	Head of Supply Chain
Department:	Supply Chain
Position title Manager:	General Manager
Position title direct reports:	4-8
Location:	Sunderland

Description Summary

An exciting new and exclusive opportunity for a Head of Supply Chain based on site at Clearly Drinks Ltd in Sunderland on a permanent basis. This role offers a blend of strategic and operational remit, and so the role holder will be required to be hands on and the ability to flex to a more strategic outlook as required.

The Head of Supply Chain is responsible for leading the Supply Chain team and optimizing the end-to-end supply chain operations. This will mean ensuring efficiency, cost-effectiveness, and seamless delivery of raw materials. The role also involves strategic planning, supplier management, purchasing, sourcing, demand planning, 3PL warehousing and transport, and continuous improvement to meet business objectives in a highly dynamic FMCG environment.

Responsibilities

- Develop and execute the overall supply chain strategy to support business growth and operational efficiency, ensuring alignment with business strategy and operational capabilities.
- Lead, manage and motivate the supply chain team, including procurement, planning, logistics, and warehousing.
- Fully responsible for the S&OP process, ensuring effective collaboration amongst stakeholders and delivering on agreed S&OP actions as agreed.
- Implement best practices and innovative solutions to improve performance and reduce costs.
- Drive and support the development of strategic partnerships with suppliers to ensure quality, cost, and timely delivery of raw materials.
- Contract approval to ensure that negotiated contracts contain advantageous terms to maximize value and minimise risk.
- Oversee demand forecasting and inventory planning to prevent shortages or excess stock, ensuring stock accuracy at all times.
- Work closely with sales and production teams to align supply with demand.
- Implement advanced analytics and digital tools to improve demand accuracy.
- Optimize transportation and distribution routes/processes for cost efficiency, quality and speed.
- Drive process automation and technology adoption.
- Ensure effective warehouse management practices to maintain inventory accuracy and product freshness.
- Optimize warehouse space utilization and stock replenishment strategies.
- Monitor key performance indicators (KPIs) for supply chain efficiency, cost control, and service levels, and consider new KPI's as appropriate which will facilitate continuous improvement.
- Identify areas for cost reduction and operational improvements.

	Editor	Reviewed	Approved
Name	Angela Laverick	Chris Rees	Angela Laverick
Function	HR	GM	HR
Date	April 2025	April 2025	May 2025

- Support sustainability initiatives in packaging, logistics, and sourcing.
- Manage supply chain risk, including supplier reliability and geopolitical factors.
- Prepare contingency plans to deal with potential disruptions for application as and if needed.
- Controlling outsourced manufacturing and delivery processes.
- Ensure supplier compliance with company policies, sustainability standards, SEDEX (or equivalent) and supply chain areas of risk.
- Implementing new technologies and staying alert to new trends in the sector.
- Work with New Product Development team to support the introduction of new products.
- Ensure compliance in relation to health, safety, environmental and food safety standards.

Knowledge, Skills & Experience

- Proven management experience of a supply chain function in FMCG with a good knowledge of quality standards.
- Ideally be degree qualified in Logistics, Business or a related field.
- Strong leadership and team management skills.
- Good knowledge of ERP systems, demand planning tools, and supply chain analytics.
- 3PL Warehousing, freight, and logistics experience.
- Proven track record in supplier negotiation, cost optimization, and logistics efficiency.
- Excellent problem-solving and decision-making abilities.
- Strong understanding of sustainability and regulatory compliance in FMCG.
- Strong financial and business acumen
- Ability to plan, organise and work effectively under pressure
- Highly motivated, committed to delivering results
- Project management and delivery experience.
- Knowledge of contracts, tendering, and delivery of a 3PL agreement and working arrangement.
- Previous experience working in high SKU consumer products-based environments (FMCG, Soft Drinks, Brewing would be highly beneficial)

Values

- Open and authentic in their interactions ensuring they match actions and words, building trust and support with others - Making it Happen
- Works collaboratively with immediate and extended teams, building common agendas, aligned objectives and delivery plans - Stronger Together
- Demonstrates clear ownership, ambition and pride in the business and the local team's performance - Be the Best
- Creates a clear, stretching future vision for the site and motivates employees to contribute their best to its achievement - Customer First
- Is keen to make a difference through increasing awareness of environmental impacts and performance both locally and the environment as a whole – Socially Responsible

General

- To take responsibility for the health, safety, and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures, and safe systems of work
- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.
- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager