



Canadian
Supply Chain
Sector Council

Conseil canadien
sectoriel de la chaîne
d'approvisionnement

OCCUPATIONAL STANDARD

(For use in the development of supply chain related job descriptions, performance evaluations, career development plans, etc.)

Position:	LOGISTICS PLANNER
Description of Position (As defined by the CSCSC Stakeholder Community)	<i>Logistics Planner design operational solutions for projects such as transportation optimization, network modeling, process and methods analysis, process and production layout design and improvements, warehouse layout, cost containment, capacity enhancement, routing and shipment optimization, or information management.</i>
Position Development	Progression to supervisory and management positions is possible through experience and with additional training.
Required Qualifications:	(Education, Training, Related Work Experience)
Education and Additional Requirements	A bachelor's degree in engineering, computer science, mathematics, physics or a related discipline is required. Other designations related to supply chain, project management, and/or economics are considered an asset.
Training	Individuals generally require on-the-job training; however, typically organizations require that the individual will already have the required skills, knowledge, work-related experience, and/or industry courses and programs
Related Work Experience	Several years of previous work experience in supply chain is required.
Tasks:	
Logistics Planner perform some or all of the following tasks	<ul style="list-style-type: none"> • Lead projects focused on process standardization, best practice implementation, and fully integrated with the organizations strategic business plans • Lead process improvement/corrective action projects - based on analytical findings supported by reporting and metrics • Collect and organize information from a variety of sources, such as computer databases • Conduct logistics studies and apply logistics modeling techniques to address issues such as operational process improvement

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	<ul style="list-style-type: none"> • Ensure that process models comply with regulatory and legal standards. • Maintain databases of logistics information in accordance with corporate policies and enter logistics-related data into databases • Review contractual commitments, customer specifications, or related information to determine project specific logistics or support requirements • Analyze or interpret logistics data involving customer service, forecasting, procurement, manufacturing, inventory, transportation, or warehousing • Develop and monitor logistical metrics, internal analysis tools, and key performance indicators • Identify cost-reduction or process-improvement logistic opportunities • Evaluate the use of technologies, such as global positioning systems (GPS), radio-frequency identification (RFID), route navigation software, or satellite linkup systems, to improve transportation efficiency • Develop specifications for equipment, tools, facility layouts, or material-handling systems • Advise managers and other decision makers • Write memos, reports, and other documents, outlining their findings and recommendations for management
Tools and Technology:	
	<ul style="list-style-type: none"> • Computer Hardware and Associated Software and Systems (i.e. materials requirements planning logistics and supply chain software, database user interface and query, charting software, CAD software, electronic mail, enterprise resource planning, project management, spreadsheets, word processing, presentations) • Communication Devices
Required Competencies:	(Knowledge, Skills, Personal Attributes)
Knowledge	A Logistics Planner should have knowledge of engineering and technology, mathematics, computers and electronics, transportation, telecommunications, mechanical, design, customer and personal service, English language, other languages as required, administration and management, education and training, production and process improvement techniques.
Skills	A Logistics Planner should have the following skill sets: reading comprehension, system analysis and evaluation, complex problem solving, critical thinking, judgment and decision making, coordination, writing, active listening, speaking, instructing, monitoring, and time management.

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Personal Attributes	(Abilities, Work Values, Work Styles)
Abilities	The following abilities are important to the role of Logistics Planner: oral expression and comprehension, written expression and comprehension, inductive and deductive reasoning, mathematical reasoning, problem sensitivity, information ordering, fluency of ideas, speech recognition and clarity, selective attention, and memorization.
Work Values	Individuals who will succeed in this position: <ul style="list-style-type: none"> • are results oriented • enjoy working independently and making decisions • thrive in a collaborative work environment • enjoy providing service to others and working with co-workers in a friendly environment and • able to positively influence others.
Work Styles	The following work styles are attributable to a Logistics Planner: analytical thinking, detail oriented, integrity, dependable, cooperative, initiative, persistent, independent, innovative, self-control, and concern for others.
Essential Skills Profile:	<p>Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. For more detailed essential skills profiles please refer to the ESDC website: http://www.esdc.gc.ca/eng/jobs/les/index.shtml</p> <p>The Employment and Social Development Canada (ESDC) Essential Skills Profiles focused on occupations requiring a secondary school diploma or less, and on-the-job training. As such a formal Essential Skills Profile for the occupation of Logistics Planner has not yet been created by ESDC.</p> <p>The following section contains essential skills information identified in existing occupational standards and classified using the nine Essential Skills categories. Note that the content is not associated with ESDC and the Essential Skills Profiles.</p>
Reading Text	<ul style="list-style-type: none"> • Read and interpret dense and complex texts, and have ability to make high-level inferences using specialized knowledge • Frequently read agreements and contracts, analytical reports, policies and procedures, inventory documentation, trade terms, standards, legislation, regulations , meeting minutes • Read about new technologies and their applications in professional journals, industry magazines and periodicals • Read about information systems applications, application platforms, computer languages and hardware in reference and technical manuals

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	<ul style="list-style-type: none"> • Read about information systems development projects and requirements in documents such as requests for proposals, business plans and reports
Document Use	<ul style="list-style-type: none"> • Must be able to read simple to complex documents in which considerable inference may be required • Must be able to read/interpret engineering and architectural drawings • Must be able to read/interpret, and write/complete/produce documents and detailed reports • Documents produced and/or used may include contracts, forms, graphs, charts, lists, tables, schematics, schedules, reports, bulletins, memos, notices, accounting and financial statements, etcetera, in both print and non-print media • Specialized knowledge of the content of the document may be required; multiple pieces of information from multiple sources are synthesized; the quality of information may be evaluated for accuracy and omissions
Writing Skills	<ul style="list-style-type: none"> • Write reminders about tasks to be completed, meeting minutes • Write standards, procedures and guidelines to assist with operations control, quality and ongoing performance monitoring • Write e-mail to co-workers and management on logistics matters • Write proposals for projects, agreements and contracts • Write recommendations to upper level management • Write analytical reports, briefing notes and correspondence and prepare, written or visual presentations
Numeracy	<ul style="list-style-type: none"> • Apply basic mathematical skills • Apply financial math/money math • Apply scheduling, budgeting and accounting math • Apply measurement and calculation math • Apply data analysis math • Utilize numerical estimation
Oral Communication	<ul style="list-style-type: none"> • Professional communications with stakeholders using a variety of communications devices and media • Provide clear and concise direction and instructions to colleagues and other departments • Discuss organizational needs, priorities, plans and schedules • Report and exchange information with supervisors and managers about logistics • Make presentations to management and colleagues • Make complex technical concepts/ideas comprehensible to senior management and non-specialists

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	<ul style="list-style-type: none"> • May speak with suppliers about technical specifications, service options and delivery times
Thinking Skills	(Problem Solving, Decision Making, Job Task Planning and Organizing, Significant Use of Memory, Finding Information)
Problem Solving	<ul style="list-style-type: none"> • Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events • Discover quality control errors such as inaccurate database entries • Analyze information and evaluate results to choose the best solution and solve problems • Encounter clients lacking the technical background needed to understand commonly-used acronyms and information technology jargon - determine the extent of clients' technical understanding and use more appropriate language • Consult with clients to discuss the limitations of information systems applications and determine alternative options
Decision Making	<ul style="list-style-type: none"> • Analyze information and evaluate results to choose the best solution and solve problems • Make decisions in line with the strategy of the organization taking market, economic, social, and political environments into account • Make decisions about suggestions for change such as logistics strategy, departmental policies and procedures
Job Task Planning and Organizing	Logistics Planners are generally self-directed. They work in dynamic environments with many conflicting demands on their time. Their ability to work on several tasks at the same time and manage priorities is critical to their job. Delays in daily schedules and other emergencies force them to frequently reorganize job tasks. They fit in meetings with clients, co-workers and managers, and plan their schedules to accomplish work that arises from the meetings.
Significant Use of Memory	<ul style="list-style-type: none"> • Remember the objectives and vision of the organization • Remember the policies and procedures of the organization • Remember applicable legislative and regulatory requirements • Remember frequently used codes and abbreviations • Remember registration dates, passwords and logon codes • Remember the functionality of software programs
Finding Information	<ul style="list-style-type: none"> • Find information about supply chain processes in place by consulting the organizations' inventory management systems and speaking with sales and warehouse staff, suppliers and retailers • Locate technical specifications and timelines • Seek information about system and software malfunctions from co-workers, colleagues and suppliers

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Working with Others	Logistics Planners predominantly work independently, but they may also work on teams with project leaders, software developers and subject matter experts.
Continuous Learning	Logistics Planners should engage in continuous learning as information technologies change rapidly. They are responsible for setting their own learning goals and personal technical skills improvement strategy. Ongoing learning occurs through participation in professional organizations, seminars, formal courses, conferences and trade shows, by discussing projects with co-workers and colleagues, browsing the Internet and reading newspapers, trade publications, manuals and reports on standards, objectives, policies and procedures. Technical vendors, technical institutes, and universities offer enhanced training courses and programs.
Additional Information	(Physical Aspects, Attitudes)
Physical Aspects	The work of Logistics Planner entails limited physical demands. They predominantly work in an office environment (e.g. sitting for long periods of time, with repetitive computer and telephone use, and attending meetings).
Attitudes	Logistics Planner should be motivated, meticulous, flexible, and be comfortable with busy schedules. They must be client-focused, communicate well with others, and have the ability to work effectively either independently or in a team environment.
Future Trends Affecting Essential Skills:	Logistics Planners will be required to have enhanced computer skills in order to work with more complex computer software. The ability to speak more than one language, and an awareness of and sensitivity to the diversity of international cultures is considered a growing need in the face of increasing globalization. Furthermore, an understanding of the principles of sustainability as they relate to environmental, social, and corporate governance issues is of increasing importance.

Government of Canada Defined - Related NOC Code & Description	<p>1523 - Production logistics co-ordinators</p> <p>Production logistics co-ordinators co-ordinate and expedite the flow of work and materials within an establishment, prepare work and production schedules and monitor the progress of production and construction projects. They are employed by manufacturing and construction companies, printing and publishing companies and other industrial establishments.</p>
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Document Management:				
Activity #	Activity Type*	Replaces	New Version Name	Responsible Individual
1	Document Created	Not Applicable	July 24, 2015	I. Vasileski (CSA)
2	Document Modified	July 24, 2105	Aug. 3, 2017	S. Keenan/P. Campbell (CSCSC)

***Activity Types:**

- ✓ Document Created
- ✓ Document Modified (Minor Corrections & Editorial Changes)
- ✓ Document Updated (Complete Review)
- ✓ Document Finalized
- ✓ Document Retired

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