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| **Role title** | Master Data SME |
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| **Department** | Supply chain |
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| **Business unit or function** | Supply Chain |
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| **Role reports to** | Supply Chain Development Manager |
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| **Roles managed** |  |
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| **Purpose of the role** | |
| To support the Portakabin range of Products and accessories for effective use in Manufacturing and Assembly facilities and to provide the Hire and Sales organisations with accurate timely financial and operational SAP Master Data. Achieving this by delivering SAP Master Data through either the development of digitalization or standard SAP created data. | |
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| **Accountabilities of the role** | |
| Create and maintain SAP Master Data to support New and Existing Product Development alongside the Hire and Sales Divisions within the Portakabin group.  To ensure the team operates within the current company’s technical change process but also contribute to the design and implement of the future operational and functional process as part of our digitalisation agenda.  Control and manage the SAP change control process (ECM) ensuring data is accurately and timely amended to minimise production disruption, reduce costs where possible whilst ensuring compliance to Portakabin and data standards.  Provide the business with a functional, responsive, proactive and one point of contact team of expertise to allow the smooth running of their activities and services, by providing or facilitating the responses to technical questions raised.  Support a more integrated approach to Master Data by providing centralized expertise to manage SAP Data bases throughout the Portakabin Businesses. | |
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**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Expert in permanent and modular building design, selection, application, refurbishment |  | **√** |
| Knowledge and experience of SAP ERP system process and applications | **√** |  |
| Design & engineering product design and management software, systems and processes |  | **√** |
| **Qualifications** | **Essential** | **Desirable** |
| Degree on engineering or business informatics |  | **√** |
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| **Previous Experience** | **Essential** | **Desirable** |
| Managing a technical change process | √ |  |
| Training and mentoring technical elements and communicating to the wider team | √ |  |
| Advanced Excel | √ |  |

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| **Organisation Chart** |
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