

CS19 Production Planner / Scheduler

1. Job role

TCF sub-sector	Cross-sector
Job role	CS19 Production Planner / Scheduler
Job role description	Plans and coordinates production schedules across textile, clothing and footwear manufacturing and processing operations. The role ensures that production capacity, materials, workforce and equipment are aligned to meet production targets and delivery deadlines. The Production Planner / Scheduler works closely with production managers, sourcing teams and logistics staff to maintain efficient manufacturing workflows.
Performance expectations	• Develop production schedules aligned with manufacturing capacity • Coordinate production orders across multiple manufacturing stages • Ensure materials and components are available for scheduled production • Monitor production progress and adjust schedules as required • Communicate schedule updates to production teams and management • Minimise production delays and workflow disruptions • Maintain accurate production planning documentation • Support efficient utilisation of production resources
Specialisation	Production planning, manufacturing scheduling, capacity management and workflow coordination within textile, apparel and footwear production environments.
Application in other TCF sectors	• Textile manufacturing production scheduling • Footwear and leather goods production planning • Technical textile manufacturing operations • Garment repair and alteration production environments • Other manufacturing industries requiring production planning functions

2. Key tasks and critical work functions

Key tasks	• Develop production schedules based on order requirements • Coordinate production sequences across manufacturing stages • Monitor production progress against schedules • Adjust production plans to manage delays or capacity changes • Coordinate with procurement to ensure material availability • Communicate schedules to production teams and supervisors
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	• Maintain production planning systems and documentation • Analyse production performance and scheduling efficiency
Critical work functions	• Maintaining efficient production workflows • Ensuring production orders are completed on schedule • Optimising utilisation of labour, equipment and materials • Preventing production bottlenecks and delays • Supporting coordination between production and supply chain teams • Maintaining accurate production planning information

3. Technical skills

Production scheduling systems	Use production planning software and scheduling tools.
Capacity planning	Assess manufacturing capacity and allocate production workloads.
Workflow coordination	Coordinate production across multiple manufacturing stages.
Material planning	Ensure materials are available to support production schedules.
Production data analysis	Analyse production output and performance metrics.
Manufacturing process knowledge	Understand TCF production and processing systems and processes.
Supply chain coordination	Work with procurement and logistics teams.
Production documentation	Maintain production schedules and planning records.

4. Generic Skills

Analytical thinking	Evaluate production capacity and workflow efficiency.
Communication	Coordinate scheduling information with production teams.
Problem solving	Resolve scheduling conflicts and production delays.
Organisation	Manage multiple production orders and timelines.
Attention to detail	Ensure accuracy of production schedules and documentation.
Time management	Maintain delivery timelines and production targets.

5. Emerging skills

Emerging skills	• Advanced production planning software • Digital manufacturing execution systems • Data-driven production forecasting • Integration of production planning with supply chain systems • Sustainable production planning and resource optimisation
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6. VET Qualifications and Skill Sets

Entry-level preparation	MST40122 Certificate IV in Textile Design and Technology or equivalent
Advanced development	MSM50316 Diploma of Production Management or equivalent

7. Job progression

Possible job progression	Production Assistant → Production Planner / Scheduler → Production Manager → Operations Manager
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8. Classification

Australian Qualifications Framework	AQF Level 4-6
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2 - Production Planning Specialist
Open Source Classification of Occupations for Australia (OSCA)	Production Planner - Manufacturing



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