

Job Description:
Logistics Officer

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| Function: | Facilities Management |
| Job:  | Logistics Support Officer |
| Position:  | Logistics Officer |
| Job holder: | TBC |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Logistics Manager |
| Additional reporting line to: | Soft Facilities Manager |
| Position location: | HMP/YOI Peterborough |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To support the Logistics Manager in the running of the Stores area. Providing the quality of services to internal and external stakeholders whilst also ensuring that demanding targets are met. The role involves commitment and the ability to manage your work effectively and to the standards required.
* We are looking for an experienced Logistics Officer to work in a fast-paced and demanding environment. You must be professional with excellent organisational and communication skills. IT literacy to include Outlook and Excel is essential, as is an ability to work under pressure, attention to detail, and conforming to strict deadlines.
* To provide an efficient and supportive service in support of the Logistics Manager, to operational staff at HMP Peterborough and external visitors to ensure the smooth running of the function.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY17: |  | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Support a high quality support service.
* Maintain the key company policies regarding procurement.
* Ensure the effective management and development of the Logistics Team.
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Logistics Manager**Hea**d of TalentLogistics OfficerFinance Administrator |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Abide to strict deadlines.
* Ability to prioritize workload.
* Keep up to date with all relevant policies.
* To work closely with colleagues in other areas of the facility, ensuring to ensure the safe and smooth running of the prison.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To liaise with other departments and develop a good working relationship.
* To conduct varying manual handling activities.
* To obtain signed receipts for all items delivered within the prison (excluding Kitchen deliveries).
* To support the timely delivery of stores to Residential and Support Service areas of the prison.
* To support the timely and accurate delivery of canteens to Residents weekly.
* To support a “just in time” (JIT) replenishment system, keeping accurate records of all stock items held in stores, informing the Logistics Manager when existing stocks are running low.
* To participate in the monthly stocktake.
* To work closely with the Logistics Supervisor.
* To work closely and co-operate with colleagues in the department to ensure the safe and smooth running of the function.
* To support the maintenance of a clean, safe, and tidy workplace.
* To abide by Sodexo company policy and all appropriate regulations and safety policies.
* To carry out other reasonable requests made by management.
* To ensure that the Health & Safety manual is complied with.
* To participate in mandatory/refresher training as required.
* Continuous development in role as necessary.
* Working alongside other staff members which includes prisoners
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * All duties are carried out and should be compliant to all Sodexo policies and procedures.
* Support the Logistics Manager in ensuring stock levels are maintained at an appropriate level to ensure the smooth operation of the Prison paying particular attention to fast moving and high demand items.
* Improved internal/external controls.
* Innovative ideas/suggestions to improve efficiencies.
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| 7. Personal Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential*** Strong communication skills both oral and written.
* Strong understanding of Excel & Outlook.
* Strong organisational skills.
* Ability to problem solve through active listening, decision making and communication in a timely manner.
* Ability to work individually and as a member of a team and to respond effectively to changing priorities.
* Relevant experience in a Procurement role environment.
* Has to work bank holidays when operationally needed.

**Desirable*** Previous procurement qualifications.
* Previous experience with working in the justice system and prisoners.
* Previous radio training.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Being resilient
* Drive and dependability
* Integrity
* Diversity awareness
* Communicates Effectively
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | Philip Armstrong |

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