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Job Description:
Senior Administrator - Logistics

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| Function: | Sodexo Government (Justice Services)  |
| Position:  | Stores Superviser/Senior Admin |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Logistics Manager |
| Additional reporting line to: | Soft Services Manager |
| Position location: | HMP 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 department. 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 the work of the team effectively and to the standards required.To provide an efficient and supportive service to operational staff at HMP Peterborough and external visitors to ensure the smooth running of the function. |
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| 2. 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 ManagerSenior Administrator LogisticsOperational Support Officers (OSO’s) x 6 |

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| **3. 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 prioritise workload.
* Keep up to date with all relevant policies.
* To abide by Sodexo Justice Services corporate Mission statement, company policy and all appropriate. Health and Safety polices and regulations.
* To embrace the Sodexo Values: Service Spirit, Team Spirit and Spirit of Progress.
* To be committed to personal development and that of your teams.
* 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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| 4. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To liaise with suppliers and develop a good working relationship.
* Create and process purchase orders through the software tool SAP within a timely manner.
* To ensure the timely delivery of stores to Residential and Support Service areas of the prison.
* To ensure the timely and accurate delivery of canteens to Residents weekly.
* To operate a “just in time” (JIT) replenishment system, keeping accurate records of all stock items held in stores, informing the Stores Manager when existing stocks are running low.
* To ensure that staff uniform is ordered and issued in line with company policy and that the “points system” is maintained and recorded.
* To participate in the monthly, stock take.
* To work closely with the Logistics Manager in supporting all aspects of the store’s function.
* To work closely with colleagues in the stores function and other areas to ensure the safe and smooth running of the prison.
* To carry out other reasonable requests made by management.
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| 5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organisation; they should focus on end results, not duties or activities. |
| * Delivery of a consistent level of service, within the Company's standards, to the contract specification and service offer.
* Compliance with company policies and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.
* Develop an effective and structured relationship with both internal and external clients/suppliers
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| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Strong communication skills, strong organisational skills, administrative skills, ability to work on own initiative.
* Meet targets and ability to respond effectively to changing priorities are essential for the role.
* Good level of competence in Microsoft office package
* Strong customer ethos with well-developed inter-personal skills
* Proactive approach to health, safety, security, equality and inclusion
* Proactive, systematic approach to tasks
* Comfortable functioning independently within a close-knit team
* Demonstrate commitment to excellent customer service
* Willingness to tackle a wide range of day-to-day activities and tasks.
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| 8. Management Approval – To be completed by document owner |
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| Version | 1 | Date 05 Jun 25 |  |
| Document Owner | Soft Services FM Manager |

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