

Job Description: Logistics Manager

Function:	Logistics Department – Sodexo Justice Services
Job:	HMP Bronzefield Logistics Manager
Position:	Logistics Manager
Job holder:	TBC
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Business Management
Additional reporting line to:	Deputy Business Manager
Position location:	Logistics Department – Stores/Shop

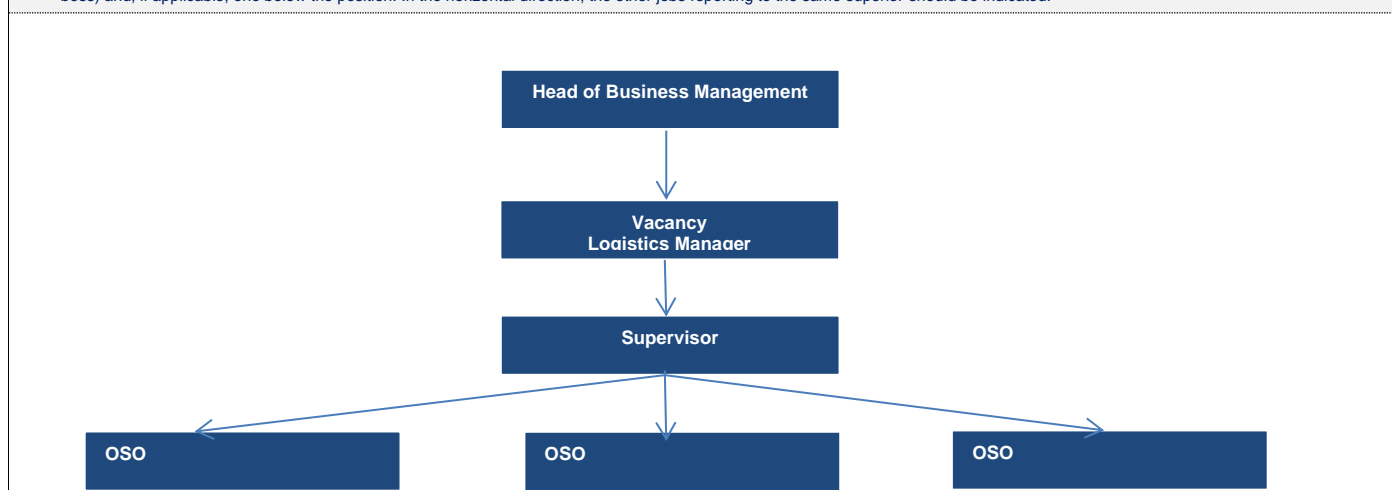
1. Purpose of the Job – State concisely the aim of the job.

- To maintain a cost effective and efficient logistic department to ensure that all management requirements are fulfilled.

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	€tbc	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		<ul style="list-style-type: none">▪ Prepares, develops and analyses key operational/financial information to ensure stability, growth and profitability of the Logistics department/function.▪ Maintain the key company policies including the procurement policies and procedures and the management information systems. (SAP, CMS)▪ Provide a high-quality support service liaising with all the management colleagues on all aspects of the procurement requirements.▪ Ensure effective management of the Logistics department.							

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.



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.

- To manage and lead your department or function
- Playing a lead role in maintaining the safety, security and integrity of the prison, its residents and staff.
- Contributing to the prisons, reducing re- offending strategy
- Contributing to operational stability
- Maintenance and delivery against contractual compliance, key policies, practices and strategies associated with operational security of a prison and in accordance with Sodexo and 'Authority' requirements.
- Building key working relationships with internal and external stakeholders.
- Adhering to duties under the Health and Safety at Work Act 1974 and regulations and guidance that fall under this legislation.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Responsible for the day to day operations of the Logistics department – providing a support service for the prison operation by working with all internal departments and the management team, helping them to take the right operational decisions to optimise spend on expenditures.
- Evaluate budgets, forecast and expenditures with Head of Business Management/Deputy Business Manager supporting in strategic decision making.
- Maintain accounting controls and ensure the Sodexo procurement policies, procedures and compliance are adhered to the required standards.
- Collation, analysis and presentation of management information and data to timescales and standards.
- Identifying process improvements provide innovative options for resolving problems within the unit and beyond, consulting with staffs and colleagues.
- Ensure all orders are accurately and timely managed and recorded for ordering, goods receiving and issuing the stocks to the various departments & residents on the existing operating systems SAP, CMS and any other systems as required.
- To maintain sufficient level of stocks at all times by placing the orders on a timely manner and keeping the required level of stocks of all the items as set.
- Carry out continuous reviews of working practices and processes to ensure efficient and cost-effective operations and suggest improvements.
- Lead, develop and engage your team efficiently and effectively to meet the functions requirements, ensure meaningful management performance, communication, learning and development, clear direction and recognition.
- Should adopt and be able to demonstrate the Sodexo Managerial Behaviours, Values and Quality of Life dimensions that build our core values of team spirit, service spirit and spirit of progress.
- Efficient and effective use of resources, recruitment, resourcing of staff and attendance management.
- Manage the delivery of the objectives of the business function and the establishment.
- Ensure compliance of safety and decency with relevant legislation, policies, decisions and standards, particularly regarding health and safety and diversity and inclusion
- Ability to manage at times in a highly pressurised environment.
- Key point of contact in dealing with all external stakeholders in all business-related matters and to maintain the business relationship with all key stake holders.

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.

- Achievement of agreed functional elements of the establishment and functional business plans/strategies
- Staff consistently managed within the focus on five framework, performance, communication, learning and development, clear direction and recognition
- Clear evidence in actions that reduce - accidents, lost time of work, near misses, RIDDORS, Complaints, claims and incidents
- Clear evidence in actions to improve audits, surveys, KPI's and inspections.
- Delivery of the agreed performance and contractual targets for the function.
- To maintain a safe, secure environment for all staff and residents so that other key services and interventions can be delivered.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- A demonstrable understanding and experience of key people management skills and the ability to motivate others.
- Be able to demonstrate a commitment to personal development and the development of others
- A demonstrable understanding of the demands of an operational environment
- Knowledge of financial management processes and systems
- Ability to manage and implement projects

Desirable

- Knowledge of relevant criminal justice/prison legislation, standards and policies.
- Previous management and leadership experience in a custodial environment

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	
<ul style="list-style-type: none"> ▪ Commercial Awareness 	
<ul style="list-style-type: none"> ▪ Employee Engagement 	
<ul style="list-style-type: none"> ▪ Learning & Development 	

9. Management Approval – To be completed by document owner

Version	1	Date	02/06/2020
Document Owner			