

Job Description: Logistics Manager

Function:	Finance
Job:	Logistics Manager
Position:	Logistics Manager
Job holder:	TBC
Date (in job since):	August 2018
Immediate manager (N+1 Job title and name):	Denise Roxbee
Additional reporting line to:	n/a
Position location:	HMP Peterborough

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

- To support the Head of Business Management in the running of the Stores area. Providing the quality of services to internal and external stakeholders whilst also making sure that demanding targets are met. The role involves both commitment and the ability to manage the work of the team effectively and to the standards required.
- We are looking for an experienced Logistics Manager to work in a fast-paced environment. You must be professional, and a self-starter with excellent organisational and communication skills. IT literacy to include Outlook and Excel is essential, as is an ability to work under pressure, pay attention to detail, and meet strict deadlines.
- To provide an efficient and supportive service to other operational staff at HMP Peterborough and external visitors to ensure the smooth running of the function.

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 n/a type:	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">▪ Provide a high quality support service.▪ Maintain the key company policies regarding procurement.▪ Ensure the effective management of the Logistics Team.						

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.

Head of Business Management

Logistics Manager

Logistics Supervisor

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 abide by Sodexo Justice Services corporate Mission statement, company policy and all appropriate Health and Safety policies and regulations.
- To embrace the Sodexo Values: Service Spirit, Team Spirit and Spirit of Progress.
- To be committed to personal development.
- To work closely with colleagues in other areas to ensure the safe and smooth running of the prison.

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

- To liaise with suppliers and develop a good working relationship.
- Ensure the timely raising of purchase orders.
- To obtain signed receipts for all items delivered within the prison (excluding Kitchen deliveries).
- To ensure the timely delivery of stores to Residential and Support Service areas of the prison.
- To ensure the timely 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 Business 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 stocktake.
- To work closely with the Logistics Supervisor.
- To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison.
- 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.

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.
- Ensure stock levels are maintained at an appropriate level to ensure the smooth operation of the Prison.
- Improved internal/external controls.
- Innovative ideas/suggestions to improve efficiencies.

7. Person 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.
- Previous management experience.
- Proven background in managing suppliers.
- Strong organisational skills.
- Ability to work on own initiative and meet targets and to respond effectively to changing priorities.

Desirable

- Relevant experience in a Procurement role and or prison environment is desirable along with including any relevant procurement qualifications.

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

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Rigorous management of results
- Brand Notoriety
- Commercial Awareness
- Employee Engagement
- Learning & Development
- Innovation and Change
- Leadership & People Management

9. Management Approval – To be completed by document owner

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Document Owner	Denise Roxbee		