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| **JOB TITLE:** Global Logistics Systems Specialist | | |
| **TEAM/PROGRAMME:** Supply chain | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** | |
| **GRADE**: D1/4 Junior level | **TYPE OF CONTRACT:** FTC 2 years | |
| **CHILD SAFEGUARDING**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE**  Save the Children International (SCI) is undergoing significant transformation across a number of core business procedures, systems, and structures, through the implementation of a number of High Performing Organization (HPO) Change Projects.  The primary responsibility is to ensure that the organization's logistics systems are efficient, effective, and aligned with business needs, and that they support the organization's strategic objectives. | | |
| **SCOPE OF ROLE**  Global logistics systems including but not limited to Total Inventory Management System and the Item Master.  **Reports to:** Product Manager-Logistics Systems  **Staff reporting to this post:** None  **Budget Responsibilities:** None  **Role Dimensions**  System Implementation and Management   * Oversee the implementation and maintenance of logistics management systems.   Data Analysis and Reporting   * Analyze systems data to identify trends, inefficiencies, and improvement opportunities.   Cross-functional Collaboration   * Collaborate with cross-functional teams, including IT, procurement, and operations. * Communicate effectively to ensure alignment with organizational objectives.   Training and Knowledge Sharing   * Share expertise and knowledge with team members to enhance overall competencies.   Compliance and Risk Management   * Ensure compliance with global donor and SCIs policies and procedures. | | |
| **KEY AREAS OF ACCOUNTABILITY**  **Product Owner**   * Research the most relevant tech solutions for business to help accelerate our strategic vision, generate cost savings, accuracy, efficiencies and reduce waste. * Collect and integrate feedback and improvement ideas from stakeholders and end-users * Write user stories and ensure they are fully understood by developers. Work with business analysts, subject matter experts and business stakeholders to ensure that enhancements and improvements are agreed through the appropriate forums of working groups, design authorities and architecture boards before being approved for development * Manage product backlogs, ensuring that items are sized and prioritized according to user needs * Lead user acceptance testing for new features and functionalities before release to the production environment * Lead and facilitate stakeholder consultation forums * Lead functional testing and UAT testing for integration of logistics systems with future systems   **Business support:**   * Manage BAU JIRA tickets as level 2 support, ensuring all user queries are resolved as per the established OLAs and SLAs * Support country offices with day-to-day queries related to system use and business processes * Develop, review and own user guides, manuals, processes and procedure documents related to logistics systems * Train users on system use, functionalities and business processes related to logistics systems | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **SKILLS AND EXPERIENCE**  **Qualifications**   * University degree in Logistics, Supply Chain, Supply/Demand Planning, Finance or a related field * Significant years of experience e.g. Inventory management, supply chain analytics, Systems development or accounting * Experience using ERPs or similar systems * Experience testing new solutions for complex business problems * Proficiency in utilizing data analytics tools such as Excel and PowerBI   **Capacity building:**   * Excellent skills in developing manuals, guidance and tools that are accessible and user-friendly. * Knowledge of the design and delivery of face to face and online trainings * Passion for driving uptake of technology solutions to ensure return on investment and unlock of value for organisations   **Personal skills:**   * Excellent project management and prioritisation skills; strong organizational and follow-up skills * Highly developed interpersonal skills including influencing, negotiation and coaching; ability to work across different cultures. * Excellent verbal and written communication skills; ability to explain complex issues to a wide range of audience. * Ability to manage a complex and varied workload; to work effectively under pressure; and to organise and prioritise work to ensure departmental deadlines are met. * An energetic, flexible and proactive approach with the ability to work both independently and cooperatively within a team setting and across teams * Solid skills in Microsoft applications. Experience managing content on intranet type systems a plus. * Ability to challenge and negotiate assertively and cooperatively with senior staff * Demonstrable commitment to equal opportunities and awareness of what constitutes good practice | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Mark Munyi** | | **Date: 26/02/2024** |
| **JD agreed by:** | | **Date:** |
| **Evaluated:** | | **Date:** |