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| **TITLE:** Global Fleet Management Lead |
| **TEAM/PROGRAMME:** Supply Chain | **LOCATION:** London, Nairobi or Dakar. Other SC locations will be considered. |
| **GRADE**: TBC  | **CONTRACT LENGTH:** 2 years, with the possibility of extension. c10% travel |
| **CHILD SAFEGUARDING:** Level 2: *either* the role holder will have access to personal data about children and/or young people as part of their work; *or* they 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:** This position is a strategic management role in Save the Children’s (SC) supply chain function, which is responsible for the strategic and operational capability within the global team.The role focuses on delivering the strategy of the supply chain and on managing continuous improvement in the owned and rented vehicle estate of over 4,000 vehicles worldwide. This constitutes designing a fleet strategy and any associated improvements in the people, systems, policies and procedures, and the implementation of this strategy across the global organisation. This will require working with the Safety and Security team to ensure effective management of the risks associated with the fleet are embedded into our ways of working.The role will incorporate providing support to country programmes to improve their fleet management capability, with a strong focus on building the organisational capacity, and on building cohesive and substantial relationships with regional teams and adapting to a fast-changing environments within a $2bn organisation.In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Global Warehousing and Distribution Lead**Staff reporting to this post:** None directly**Indirect :** Regional and Country Fleet Management staff**Budget Responsibilities:** N/A**Role Dimensions**: This role operates across whole movement SCI, Members & Partner Organisations. External focus with Corporate Teams & UN Agencies and selected forums. |
| **KEY AREAS OF ACCOUNTABILITY :*** Be an active member of the Global Supply team leading the strategy and direction for Save the Children’s supply chain on the transformation of our fleet management capabilities.
* Lead the implementation of the fleet management plans under the Supply Chain Transformation Programme.
* Lead and provide functional support to Central, Regional and Country teams on fleet management, ensuring alignment with Supply Chain Transformation and wider organisational strategy.
* Improve the end-to-end lifecycle for our fleet estate, from supporting specification definition through purchasing to delivery, maintenance, fuel management and disposal.
* Define and implement any systems changes required to improve the management of our fleet.
* Ensure all key performance indicators are aligned to best practices in fleet management, that we have a global view, and that fleet data management is executed in a professional manner.
* Work with the category management team to specify requirements and source fleet to deliver cost and operational performance improvements for vehicle and maintenance supply.
* Work with Finance to agree appropriate depreciation and cost management guidelines for vehicles.
* Detailed knowledge of institutional donor grant requirements, including experience with proposals, implementation, technical advice, reporting across supply chain, stocks and distributions.
* Identify and support the creation of learning and development programmes for building capacity in the management of our fleet estate.
* Contribute to Save the Children’s management of safety and security standards.
* Stakeholder management internally and externally with a global vision to promote, support and represent Save the Children globally.
* Represent Save the Children in external forums and consider consortium based cooperation across INGO and UN agencies.
* Create a culture of continuous learning where staff are encouraged and supported to grow and develop and are willing to be held accountable for their commitments.
* Work with regional teams and organisational members to develop strategic relationships and partnerships with companies and organisations which can support the improvement and enhancement of Save the Children’s management of our fleet.
* Develop fleet management specialists into their roles
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| **BEHAVIOURS (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
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| **QUALIFICATIONS** * Degree level in Business, Finance, Engineering, Procurement, Supply Chain Management, Fleet Management or similar level, category relevant qualification / Equivalent experience.
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| **EXPERIENCE AND SKILLS****Essential*** Experience within global, multicultural organisations - public, private or charity sector.
* Substantial experience in all technical areas of Fleet Management.
* Significant leadership experience and a detailed knowledge of industry standards, best practice, preparedness and cost effectiveness as they apply to the management of fleet.
* Experience of setting up complex international supply chains to support delivery programmes, and ensuring appropriate resourcing for the supply chain.
* A proven track-record of managing and supervising other senior supply chain staff, and providing training and capacity building
* Ability to synthesise and analyse complex information, and make clear, informed decisions
* Ability to build relationships quickly with a wide range of people, both internally and externally with a flexible yet stabilising attitude.
* Comfortable working autonomously and as part of a team, including working with, and supporting, a diverse community of stakeholders at a distance.
* Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities
* Highly developed influencing and negotiation skills both internally (at the Senior Leadership Team level) and externally with suppliers
* Strong communication (written and spoken), and interpersonal skills in English, with experience in managing multicultural teams.
* Ability to select the appropriate style of communication to situation and context to achieve the desired outcome.
* Commitment to Save the Children values.
* Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time.
* Able to travel if required to operational country programs (on occasion remote and insecure) and attend external meetings.

**Desirable** * Past experience of working in the INGO sector
* Operations/Field Office Management Experience
* Finance training
* Transformation or change experience
* Formal management training
* Working knowledge of French/Arabic
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| **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. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety 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. |
| **JD written by: Jeremy Robinson** | **Date: February 2017** |
| **JD agreed by:** | **Date: February 2017** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |