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| **TITLE:** Global Supply Chain Capability Manager |
| **TEAM/PROGRAMME:** Supply Chain | **LOCATION:** Any existing Save the Children location. 10% international travel. |
| **GRADE**: TBC  | **CONTRACT LENGTH:** 2 years, with the possibility of extension.  |
| **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:** The role focuses on defining and managing the supply chain function to becoming a High Performing Organisation. This will involve managing the key performance indicators for supply chain, as well as the required processes, policies, procedures, systems and tools and organisational capabilities to achieve these improvements. It will span both developmental and emergency response programmes, working with the leads and teams in these areas to develop them and track progress towards achieving our targets. The role will be an integral part of the Supply Chain Transformation Programme and will also involve working closely with the Project and Workstream Leads to demonstrate tangible improvements in the supply chain from this programme.  |
| **SCOPE OF ROLE:** **Reports to:** Supply Chain Director**Staff reporting to this post:** None**Indirect :** None**Budget Responsibilities:** N/A**Role Dimensions**: This role operates across Save the Children International. |
| **KEY AREAS OF ACCOUNTABILITY :*** Interact with International Programmes and other functions to align the supply chain targets to those of the organisation as a whole.
* Ensure all key performance indicators are aligned to best practices in supply chain within the NGO sector, but also compared to other industry sectors.
* Provide functional support to central, regional and country teams on supply chain performance indicators, measurement and reporting of these.
* Help define the supply chain processes, policies and procedures to ensure that we are moving to a High Performing Organisation and that these are fit for purpose for the management of our supply chain.
* Work with the central, regional and country supply chain staff and with relevant parties, including International Programmes, to prepare reports/statistics related to the performance of the supply chain.
* Incorporate knowledge of institutional donor grant requirements.
* Support the development of the required systems to enable improvements in the supply chain function.
* Identify and support the creation of learning and development programmes for building capacity in the management of our supply chain.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for achieving and role modelling Save the Children values
* holds self and others accountable for performance, processes and policy development and implementation.

**Ambition:*** 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 or similar level in Business, Finance, Engineering, Procurement, Supply Chain Management.
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| **EXPERIENCE AND SKILLS****Essential*** Experience in global, multicultural organisations - public, private or charity sector.
* Experienced within the technical areas of supply chain, including the use of appropriate tools, and a strong understanding of appropriate KPI’s.
* Knowledge of industry standards and best practice.
* Ability to synthesise and analyse complex information, and make clear, informed decisions.
* 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.
* Strong communication (written and spoken), and interpersonal skills in English, with experience in working in multicultural environments.
* Ability to select the appropriate style of communication to situation and context to achieve the desired outcome.
* Commitment to Save the Children values.
* Able to travel if required to operational country programs (on occasion remote and insecure) and attend external meetings.

**Desirable** * Transformation or change experience
* Formal management training
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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: May 2017** |
| **JD agreed by: xx** | **Date: May 2017** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |