

# JOB PROFILE

<b>JOB TITLE: Humanitarian Support Personnel (HSP) – Logistician</b>	
<b>International Division, Humanitarian Department</b>	<b>JOB FAMILY: Property/Logistics</b>
<b>SALARY: £18,500 - £23,865 net per annum</b>	<b>LEVEL: GLOBAL C2</b>
<p><b>TEAM PURPOSE:</b> To ensure that the operational implementation of Oxfam GB programmes and strategy is:</p> <ul style="list-style-type: none"> <li>• Properly planned and managed by the right Logistics team;</li> <li>• Efficient, through the timely availability of assets and a transparent supply chain, with close monitoring of the consumption and use of those assets;</li> <li>• Structured through the clear definition of individual responsibilities and appropriate processes and ways of working.</li> </ul> <p><b>JOB PURPOSE:</b> The purpose of this role is to manage a number of specific teams/projects or to provide a wide range of specialist advice or support in order to deliver an efficient, cost-effective quality service.</p>	
<p><b>REPORTING LINES:</b>  <b>Postholder reports to:</b> Manager of HSP Logisticians. While overseas, HSPs are line managed by the relevant programme manager.  <b>Staff reporting to this post:</b> May change according to deployment.</p>	
<b>BUDGET RESPONSIBILITY:</b> Yes – varying according to deployment	
<p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"> <li>• Manages a number of teams, assets, budgets, projects or processes.</li> <li>• Problems are diverse but solutions can be identified from a wide range of previous experience with judgement being required to find and apply the most appropriate solution.</li> <li>• Requirements to influence managers and to negotiate medium level contracts and manage external relationships.</li> <li>• Impact of this level always affects the department, usually the division and sometimes the organisation.</li> </ul>	
<p><b>KEY RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To manage and implement an integrated Logistics service which involves liaising and working closely with all members of the Logistics / Supply Team, advisors and other Oxfam staff, ensuring forward planning, preparedness and a cost effective and efficient service.</li> <li>• Ensure permanent visibility of Logistics activity through concise reporting to line and matrix managers. Key Logistics issues should be prioritised and recommendations made with practical solutions in mind.</li> <li>• Assist the Programme Manager in the development of programme, project, security and emergency preparedness plans, and be actively involved in the development and implementation of effective Logistics / Procurement plans.</li> <li>• Build the capacity of local staff in readiness for handover at the end of each mission.</li> <li>• Manage significant external relationships, for example, with suppliers, government bodies, other Non-governmental agencies and partners.</li> <li>• The role is target based and highly variable. Therefore, there is a need to be adaptable and creative.</li> </ul>	

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## SKILLS AND COMPETENCE:

- Extensive knowledge and experience in general Logistics, Supply, Procurement, Transport and distribution, Vehicle management, Communications and Warehouse Management.
- Ability to use appropriate styles of communication to influence key decision-makers both internally and externally.
- Proven leadership skills in motivating multi-cultural and multi-functional teams. Leadership qualities and people-oriented management expertise to provide direction and effective support to multi-disciplinary and multi-cultural teams.
- Proven management experience of teams aiming at building capability through motivating, developing and supporting others.
- Good planning and organisational skills.
- Ability to work under tight deadlines and pressure.
- Proven ability to react positively and effectively in emergency situations.
- Adaptable, flexible, able to deal with a wide range of conflicting needs and demands.
- Extensive practical Logistics field experience including front line emergencies.
- Strong and proven experience in people management.
- Good IT skills including strong knowledge of MS Excel.
- Clean driving licence.
- Good knowledge of written and spoken English, plus working knowledge of one or more additional languages (especially French, Spanish, Portuguese, Arabic or Swahili) would be a distinct advantage.
  
- A degree in Business / Logistics related discipline is desirable.
- Extensive experience in Clearing and forwarding is desirable.
- Extensive experience in Security management is desirable.