



# **Logistics Manager**

## ***Candidate Information Pack***

November 2018

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**Role:** Logistics Manager  
**Salary:** c.£40k  
**Hours:** Full-time  
**Location:** UK-Med head office on Oxford Road, Manchester.  
**Travel:** Frequent travel both UK and overseas, and including weekend working and overnight stays  
**Deployment:** Required to be available to deploy overseas with UK-Med / UKEMT teams

Can you lead the logistics function for a humanitarian emergency health charity?

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies. We work with other agencies to coordinate the UK Emergency Medical Team (UKEMT) – a national programme deploying healthcare services to sudden onset disasters on behalf of the UK Government – as well as deploying independently or in collaboration with other humanitarian NGOs. Now we need your help!

We are seeking senior Logistics professional, experienced in humanitarian emergencies, and able to provide credible logistics leadership and security management. As our new Logistics Manager you will ensure that the logistics support and security arrangements are in place to enable our health programming to succeed. You will lead a small team to make sure that equipment, pharmaceuticals, medical consumables and personal kit are properly stored and quickly deployable.

Our ideal candidate will have significant experience in humanitarian logistics and a good understanding of logistics for health programmes. You will be an adaptable problem solver who is able to work at both operational and strategic levels. You will be skilled in partnership working, liaising with our partners' logistics functions to ensure that our programmes are always effectively supported. You will have a proven track record in ensuring the logistics function effectively supports programme implementation and development.

We offer a competitive salary and excellent benefits along with a friendly working environment and the opportunity to make a real difference through humanitarian work.

## How to apply

To arrange an informal discussion about the post, in the first instance please contact [recruitment@uk-med.org](mailto:recruitment@uk-med.org)

To apply, please submit a **current CV** and a **supporting letter (around 2-pages)** that includes:

- Full contact details
- Your current pay grade and salary
- Where you saw this role advertised
- The basis of your right to work in the UK (e.g. British Citizenship, EU Citizenship or working visa)
- A **detailed** explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification

Applications must be submitted to [recruitment@uk-med.org](mailto:recruitment@uk-med.org) no later than **Wednesday 28 November 2018**. Interviews will be held in Manchester during December 2018.

*Please note, UK-Med can only accept applications from people with an existing legal right to work in the UK and we cannot sponsor visa applications.*

## UK-Med ([www.uk-med.org](http://www.uk-med.org))

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies, deploying teams of clinicians (primarily volunteers). UK-Med maintains a register of professional health volunteers and supports them to work in humanitarian settings as required. UK-Med also provides support for training and capacity building for health professionals in developing countries with a particular focus on countries which are vulnerable to humanitarian disaster and crisis. UK-Med was established in 1995 to facilitate the provision of health workers from across the UK to support the hospitals in Sarajevo during the Balkans war.

Subsequently, UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

## The UKEMT

UK-Med is contracted by the Department for International Development (DFID), until 2020, to support the UK Emergency Medical Teams (EMT) initiative. EMTs work under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. Within this, UK-Med maintains a register of volunteer clinicians (including doctors, nurses, pharmacists and paramedics) who are trained and available to deploy to an emergency within 12-24 hours.

As part of this multi-partnership programme UK-Med works alongside Palladium, Humanity and Inclusion (HI) and the Fire & Rescue Service (FRS). The UKEMT deployed a team in Bangladesh in December 2017 to respond to the Diphtheria outbreak amongst the Rohingya displaced community.

## UK-Med Vision, Mission and Values

### Vision

Disaster affected populations have equitable access to high quality health outcomes

### Mission

To provide high quality essential health care in response to natural and man-made disasters

### Values

- Professional – we will seek to ensure our interventions are guided by the highest professional standards and that we deliver high quality programming and assistance
- Accountable – we will strive to be transparent and accountable to our patients, wider beneficiaries, partners and donors
- Collaborative – we will coordinate effectively and actively seek to collaborate with and support other actors
- Effective – we will ensure our interventions are timely, based on robust evidence and reasoning and attain the best possible outcomes
- Flexible – we will ensure UK-Med remains a quick decision maker, attuned to changes in circumstances and able to make the rapid adjustments necessary
- Altruistic – we will ensure UK-Med and volunteers retain the humanitarian imperative at the heart of their work and planning

## Overview of the Role

As Logistics Manager you will take overall responsibility for UK-Med's logistics function, making sure that all logistical arrangements are in place to make UK-Med deployments successful. You will also be security focal point for the organisation, ensuring that safety and security measures are effectively designed and implemented. This is a new role in our team, and you will have the opportunity to develop this function. The role will lead a small team of staff (three people, 2.5 FTE) and be able to bring in temporary support as required.

Our largest programme is the DFID funded UKEMT programme, with the capability to deploy a full field hospital providing outpatient emergency care and inpatient surgical emergency care. As UK-Med's Logistics Manager, you will work closely with the Fire and Rescue Service (FRS) and other partners to ensure that our logistics work complements and combines effectively with theirs to ensure comprehensive coverage.

Beyond the UKEMT, you will develop our logistics capacity to enable us to take an increasing role in logistical arrangements for other programmes, both in partnership and as a stand-alone NGO.

Across all programmes, you will lead on ensuring the safety and security of our staff and volunteers in the field. You will also ensure that our procurement and supply chains are well designed and implemented to support our head office operation and programmes.

This role is primarily based in Manchester/Stockport and will include travel within the UK, including to partner meetings (often in London), to UK-Med and UKEMT storage facilities (currently in Stockport and Gloucestershire), and to UK-Med training events. You will be required to travel overseas both in preparation for deployments and in support of deployed teams.

# Job Description



<b>Job Title</b>	Logistics Manager
<b>Location</b>	Manchester (with frequent travel)
<b>Duration</b>	To 31 December 2020 with possible extension
<b>Hours</b>	Full-time
<b>Purpose of role</b>	
To provide credible logistics leadership and security management ensuring strategic oversight to UK-Med's logistics activities and effective support to programme implementation and development.	
<b>Key Responsibilities</b>	
<b>Logistics Management</b>	
1	Provide strategic leadership of logistics functions to meet needs of programmes and humanitarian responses including senior logistics support to the UKEMT
2	Lead the development and implementation of logistics policies and systems including: procurement, warehousing, inventory & asset management, transport, base management and communications
3	Manage and coordinate the supply chain process within the organization and ensure that such systems in compliant with relevant donors and UK-Meds standards
4	Maintain an supplier database and procurement tracker for both Head Office and overseas deployments as required
5	Ensure that UK-Med stores in particular medical and pharmaceutical stores maintain appropriate standards/documentation for licencing
6	Ensure that logistics procedures are consistent with relevant International standards and donor requirements, are clearly defined, understood and are operationalized effectively
7	Establish key performance indicators (KPIs) to capture, evaluate and report on the performance of logistics activities, ensuring that KPIs are used for continuous improvement and for strategic decision-making
8	Remain abreast of developments, trends and best practices in humanitarian logistics. Establish a network of contacts for collaboration and learning
9	Monitor and evaluate the overall logistics performance in support of the programs and provide timely advice, recommendations and interventions
10	Ensure appropriate storage and transport of medical items including effective cold-chain management in close coordination with UK-Med pharmacy function
11	Support with the set-up of new UK-Med field deployments and programme set-ups and lead in the recruitment and development of in-country logistics teams as required
<b>Security</b>	
12	Act as UK-Med security focal point and support the CEO/SMT to ensure proper procedures are in place and implemented appropriately
13	Coordinate and analyse security information received from the field and undertake security assessments as required
14	Ensure updates of security guidelines as required
15	Directly responsible for all logistical aspects of security management (personal kits, physical structures and fencing, vehicles, communication equipment and security training of drivers and guards)
<b>Staff Management</b>	

# Job Description



16	Direct line management of the UK-Med logistics team
17	Continuously assess and recommend training and skills upgrades for logistics staff
18	Support in building the capacity of the logistics staff, other core staff and Register volunteers on logistics functions and other UK-Med policies and procedures as necessary.
19	Support the recruitment and onboarding of logistics staff
20	Manage Logistics Team staff through regular performance review
<b>Other Duties</b>	
21	Present to external audiences at sector conferences, workshops, donor events etc.
22	Identify strategic groups which UK-Med should participate in (eg Logistics Cluster)
23	Contribute to development and writing of new proposals and budgets
24	Deploy to country programs during emergency responses
25	Other tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work

# Person Specification



Qualifications / Professional Memberships		
1	A relevant qualification (e.g. in logistics, supply chain, humanitarianism)	Desirable
Knowledge, Skills and Experience		
2	Extensive senior logistics experience within humanitarian contexts and insecure environments (Likely to be 5 or more years)	Essential
3	Experience of security management	Essential
4	Understanding of logistics requirements for humanitarian health programming particularly for outbreak response and field hospital support	Essential
5	Demonstrated experience in implementing procurement principles, policies and procedures	Essential
6	Knowledge and experience of international logistics standards and international donor requirements	Essential
7	Excellent problem-solving skills	Essential
8	Ability to effectively present information and respond to questions from managers, employees and external clients	Essential
9	Proven capability to train others	Essential
10	Able to handle multiple projects simultaneously	Essential
11	Excellent interpersonal skills	Essential
12	Excellent oral and written communication skills (including presentations)	Essential
13	Excellent analytical skills	Essential
14	Excellent leadership skills	Essential
15	Knowledge of International Emergency Medical Team (EMT) systems and standards	Desirable
16	Knowledge of WASH systems	Desirable
17	Experience of HVI response	Desirable
18	Understanding of principles of infection prevention and control	Desirable
19	Understanding of DFID processes and procedures	Desirable
20	French speaker with ability to work effectively in French	Desirable
Personal Attributes		
21	A positive and flexible problem solving approach	Essential
22	Proactive and innovative leader	Essential



# Person Specification



23	Willingness and ability to travel overseas up to 30%, including remote and/or difficult environments	Essential
24	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
25	Willingness to deploy with UK-Med overseas deployments (particularly with the UKEMT) as required	Essential

# Key terms / benefits



<b>Salary:</b>	c.£40k
<b>Working hours:</b>	You will be required to work the hours as are necessary for the proper discharge of the duties with the notional requirement being 35 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but some weekend and evening working will be required.
<b>Annual Leave:</b>	25 days per year plus 8 public holidays.
<b>Pension:</b>	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme.
<b>Deployment:</b>	You will be expected to travel in support of our international programmes of work.
<b>Professional requirements:</b>	Membership of professional bodies is not a requirement but may be an advantage.
<b>Term of contract:</b>	Permanent.