



Procurement and Supply Chain Lead

Candidate Information Pack

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Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years, and have an ambitious strategy in place for growth. Our new Health Director will play a key role in delivering this strategy, and developing of future strategy.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time.

The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency healthcare. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

Our strategic objectives address four main problems faced when providing emergency healthcare following a disaster:

- **Emergency response:** There are only a small number of international agencies and WHO verified Emergency Medical Teams capable of responding globally, at speed and scale, to spikes in need.
- **Providing expertise:** There are not enough medical and coordination staff as there are challenges recruiting, retaining and training the numbers required to meet growing need.
- **Raising standards:** The sector lacks consistency and consensus on training and accreditation for international health professionals.
- **Building resilience:** First response and continued support is most effective when provided by health professionals based within the country affected. Significant investment in training for staff is required to achieve this.

We are very excited about our plans to meet these challenges and to grow UK-Med and I hope you will join us on this exciting journey.

David Wightwick
UK-Med Chief Executive Officer

Advert

Role:	Procurement and Supply Chain Lead
Hours:	Full-time
Remuneration:	£35,000 – £40,000 gross annual
Duration:	Permanent contract
Location:	UK-Med storage facility, Stockport, UK (with flexibility for some home-working)

Are you an experienced humanitarian supply chain and procurement specialist looking to make a huge impact on surge health responses?

UK-Med is a humanitarian NGO that has been responding to disasters for over thirty years. We prepare and equip medical teams, both in the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. When Ebola struck West Africa in 2014 we recruited and trained UK doctors and nurses who helped local medical teams and other NGOs to bring the outbreak under control. We are core partners, providing the clinical component of the UK Emergency Medical Team (UK EMT) in line with WHO standards.

We are recruiting a Procurement & Supply Chain Lead to ensure effective procurement, stock control, supply chain and the dispatch / transport arrangements of essential equipment, medical devices and pharmacy. You will lead the development of our first comprehensive supply chain structure and procedures for transport of goods in emergencies. This is a stand-alone procurement and supply chain role, working in partnership across UK-Med particularly with our warehouse, pharmacy, finance and operations teams.

As Procurement & Supply Chain Lead you will develop and maintain UK-Med's supply chain system end-to-end. This will include procurement, order processing, vendor managed inventories, transport and customs compliance. You will bring significant relevant supply chain expertise, either from a significant period working in the sector (expected to be at least 5 years) or a combination of a relevant degree and experience.

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

How to apply

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

- A detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification

- Full contact details
- Your current pay grade and salary, and your salary/fee expectation in this role
- Where you saw this role advertised

Applications must be submitted through our [online jobs portal](#) no later than **Thursday 22 July**.

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

Applications for work in the UK can only be accepted from people with an existing right to work in the UK.

About UK-Med

UK-Med (www.uk-med.org)

We train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DFID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, 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 UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters anywhere in the world within twenty-four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

UK-Med Vision, Mission and Values

Vision

People affected by epidemics, conflict and natural disasters receive high-quality emergency medical care.

Mission

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

Values:

Excellence – The emergency medical care and training we provide is of the highest standard, recognised by both the World Health Organisation and UK government.

Accountable – Our patients, colleagues, partners and donors are at the core of what we do.

Professional – We work to professional standards and interact in a professional manner.

Collaborative – We work with partners and other medical teams to ensure people affected by disasters receive the best possible care.

Effective – We work where the need is greatest, adapting our actions to the specific context.

Altruistic – Saving lives and alleviating suffering is our drive.

About the role

Since early 2020, UK-Med has delivered an unprecedented number of responses, particularly supporting the WHO, FCDO and other INGOs to deliver specialist technical support to countries affected by COVID-19. We are also working toward classification of our own capability with the WHO as an Emergency Medical Team (type 1 fixed and mobile) (<https://extranet.who.int/emt/>)

As our responses grow more frequent and complex, these activities require considerable supply chain support to facilitate.

UK-Med's supply chain capability is at very early stages of development. Our new Procurement & Supply Chain Lead will be central to planning, growing and delivering these activities from a blank canvas, as well as supporting the development of UK-Med's wider logistics and programme activities. Specifically, we expect the focus of the work to be:

- The creation of a **robust supply chain system** – sourcing, storing and supplying (transporting) resources when required to UK-Med responses (including rapid deployment following sudden-onset disasters)
- Develop **transport capacity for equipment, infrastructure, medical consumables and pharmacy** (including dangerous goods, controlled medicines, cold chain) deploying internationally from the UK through to “last mile” in-country
- Work alongside colleagues to develop and deliver the **planning, systems and support** required to implement the logistics capability for our programmes, training, teams and partners.

The role will primarily be based in the UK and will require regular attendance at our storage facility in Stockport, with flexibility for some home-working. You may be called upon to work in a range of locations and environments in the UK and occasionally internationally. The post holder must remain prepared for international deployment, although we expect international travel to be infrequent.

The type and nature of the work will be varied, including practical logistics and WASH activities at UK-Med's warehouse in Stockport, through to procurement, supply chain and logistics system development. You will be required to support outdoor training or simulation activities in the UK as well as capacity building or exercises internationally. Weekend work will sometimes be required.

Occasional travel may be required to support UK-Med's deployed clinical team / equipment with the logistics functions in the field. This may be required at very short notice, with deployment potentially happening within a few hours. International assignments are not expected to be long-term.

Job Description

Job Title	Procurement and Supply Chain Lead
Reports to	Head of Logistics
Duration	Permanent
Hours	Full-time
Place of work	Stockport, UK
Purpose of role	
The design and ongoing delivery of UK-Med's supply chain system, providing effective procurement, transport capacity and resupply in support of UK-Med responses.	
Key responsibilities	
Supply Chain	
1	Develop a supply chain and procurement system that underpins delivery of all UK-Med's responses in line with the organisational vision, mission, values and strategy
2	Act as the main subject matter expert for supply chain management
3	Review UK-Med's current supply chain systems (transport) and lead on their updating and development, and then implement a continuous improvement approach incorporating lessons learned
4	Manage all supply chain activities for the logistics team including order processing, procurement, UK and International transport, export/import and customs clearance
5	Develop a strategy and the procedures to support the timely movement of equipment, medical devices, cold chain, dangerous goods and pharmacy (including controlled drugs) in emergencies to support any UK-Med or UK EMT deployment
6	Lead on the management and development of UK-Med's existing electronic stock control (ERP) system; Act as subject matter expert and focal point for the system's use, training and development among the logistics and wider UK-Med team
7	Act as the technical reference and support to the logistics team for all supply chain issues, providing training, coaching and mentoring for the logistics staff and others to perform supply chain functions.
8	In emergencies actively participate in the preparation of and dispatch of equipment. Where necessary act as home logistics lead in line with UK-Med's deployment SOP and associated SOPs.
9	Develop a functional resupply strategy to rapidly restock kits while on active deployment and replenish/replace kits after the deployment has ended
10	Lead on the monitoring and evaluation of all UK-Med supply chain activities, particularly the lessons learned from responses

11	Develop contacts and a network of humanitarian logistics agencies / organisations to support development of UK-Med's supply chain in preparedness and whilst on deployment
Procurement	
12	Ensure that all procurement procedures are effectively followed by the wider team in compliance with UK-Med's protocols, standards and procedures
13	Plan, coordinate and supervise the procurement activities, defining the level of priority, implementing the procedures outlined within the policy
14	Lead on the planning and delivery of procurement training for UK-Med staff, consultants and volunteers
Other duties	
15	When required, to support and undertake delivery of the practical and administrative non-emergency logistics planning and activities: kit and equipment maintenance, warehousing, communications, WASH, cold chain, stock control, transportation
16	Utilising any additional logistics experience or knowledge you may possess, contribute with the planning and delivery of relevant logistics training to UK-Med staff, register members or UK EMT partners
17	Present to external audiences at sector conferences, workshops, donor events etc.
18	Contribute to the development of technical proposals and budgets for new programmes of work.
19	As required, deploy abroad to support both capacity building or training activities or emergency responses
Safeguarding	
20	To comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
21	To report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
22	To lead on safeguarding in the supply chain, including development and application of safeguarding processes for suppliers and activity around prevention of modern slavery
General duties	
23	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
24	To comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.

25	To support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
26	To comply with all health and safety policies and procedures
27	To undertake training and comply with vetting and health requirements (including CRB / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med.
28	To treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
29	Other tasks as might be required to ensure effective delivery of UK-Med deployments, projects and programmes of work

Person Specification

Procurement and Supply Chain Lead

Qualifications / Professional Memberships		
1	Degree with specialisation in procurement / supply chain / logistics	Desirable
2	Other relevant qualifications, accreditation or training	Desirable
Knowledge, Skills and Experience		
3	Significant experience / expertise in supply chain management (anticipated to be at least 2 years' experience for people with a relevant degree or at least 5 years for those without)	Essential
4	Good knowledge base of global sourcing and procurement strategies, tactics, processes, procedures, and systems	Essential
5	Experience of transporting goods and materials from the UK abroad; with a particular focus on the expedient navigation around the complexities of border/port, customs, export/ import formalities, to ensure goods are delivered rapidly to support emergency response	Essential
6	Understanding of procurement and supply chain functions within international NGOs at both base and field level	Essential
7	Excellent communication skills including excellent English Language, both written and oral	Essential
8	Strong negotiation skills	Essential
9	Very strong computer skills including proficiency with MS Word and MS Excel as a minimum	Essential
10	Knowledge or experience working with electronic stock management systems ERP systems	Desirable
11	Experience managing procurement and supply chain functions compliant with key donor guidelines (e.g. OFDA, ECHO, FCDO)	Desirable
12	Experience of base of operations and field logistics planning and delivery across a range of humanitarian contexts	Desirable
13	Experience of working in insecure environments / conflict areas	Desirable
14	Experience of management and movement of temperature sensitive (cold chain) goods / CDs / DGs	Desirable

Personal Attributes		
15	Flexible and adaptable with the ability to respond to changing situations	Essential
16	Works well with colleagues both internally and externally and takes a collaborative approach	Essential
17	Strategic thinker; able to identify gaps and opportunities	Essential
18	A creative problem-solver	Essential
19	A good decision-maker, able to take effective, considered and timely decisions by gathering and evaluating relevant information	Essential
20	Works independently within area of responsibility and knows when to involve others	Essential
21	Applies technical and professional expertise to the highest standards	Essential
Practical requirements		
22	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
23	Willingness to deploy with UK-Med international deployments as required	Essential
24	A willingness to work in insecure environments	Desirable

UK-MED

Building a world
prepared to help