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| **TITLE:**  Global Supply Chain Planning Manager |
| **TEAM/PROGRAMME:** Supply Chain | **LOCATION:**London, UK or any existing Save the Children International Regional or Country office worldwide.  |
| **GRADE**: C Mid-Senior Level | **CONTRACT LENGTH:** Permanent  |
| **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:** Under the strategic leadership of the Global Head of Supply Chain Planning and Capability, this role will manage the delivery of continuous improvement of supply chain demand forecasting and supply planning. The Supply Chain function (Planning, Procurement, Warehousing, Distribution and Fleet) at Save the Children supports programmatic annual spend of c. $400m across >55 diverse and complex Countries in 5 regions. This role will establish a standardised supply chain plan and planning process which can drive progressive and proactive decision making and enable enhanced responsiveness globally. The planning process will be applied for both developmental and emergency response programmes, and will standardise the ways of working with relevant stakeholders in these areas to develop robust and comprehensive end-to-end supply chain planning approaches. 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 Head of Supply Chain Planning and Capability*****Staff reporting to this post: *N/A*****Budget Responsibilities: *N/A*****Role Dimensions**: ***This role operates across Save the Children International***  |
| **KEY AREAS OF ACCOUNTABILITY :** * Building on existing approaches, develop appropriate, robust and comprehensive supply chain planning procedures, tools and guidance to strengthen programme delivery at Country/Implementing Office level and across the organisation.
* Ensure transparency of demand and supply requirements at program, country and regional level to provide a global perspective at the consolidated, aggregated level.
* Consult internally with Head of Humanitarian Supply Chain and Head of Medical Supply Chain as well as functional leads (Head of Procurement, Head of Supply Chain Planning and Capability, Head of Warehousing, Distribution and Fleet), to support full- spectrum planning and cross-functional coherence.
* Develop methodologies to strengthen consultation with the stakeholder community (such as Awards, Programs, Finance, IT) at all levels (Country Office, Regional Office, Centre) to obtain relevant data and develop insights on, and drivers of, emerging demand.
* Coordinate cross-functional research activities to reconcile significant variances and refine the forecast model to reflect updated information.
* Collaborate with the Humanitarian Supply Chain team to ensure developed processes are tailored appropriately for use in humanitarian context (preparedness and response) moving forwards.
* Defines, together with the supply chain leadership team, supply chain planning business requirements as input for any systems changes required to improve the management of our planning activities. This will include working with the PPM PRIME (SCIs project management system) project team and other such teams to define requirements and assess solution options to deliver against these requirements.
* Engages with peer organisations and partners to ensure supply chain planning best practice is integrated into Save the Children International ways of working at all levels.
* Develops and maintains relevant learning materials for Supply Chain Planning.
* Provides templates, gathers data and prepares periodic integrated planning sessions at Country and Regional level.
* Engages with Supply Chain and Programme Ops staff across the organisation to build capacity in Supply Chain Planning through communities of practice and other fora.
* Works with Analytics team to drive insights in planning data and identify actions to improve planning (particularly for high risk / high value commodity categories).
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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** * MBA, Bachelor Degree or equivalent relevant experience, in Business, Finance, Engineering, Procurement, Supply Chain Management, or Forecasting and Planning, with relevant technical experience at managerial level.
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| **EXPERIENCE AND SKILLS****Essential*** Substantial expertise in supply chain planning in a global, multicultural organisation – whether public, private or charity sector.
* Strong project management skills with experience of transformation or change management
* Experience designing and implementing supply chain planning systems and processes.
* Experience in technical areas of supply chain, procurement, distribution, warehousing including the use of appropriate tools.
* Knowledge of industry standards and best practice in the area of supply chain planning.
* Ability to synthesise and analyse complex information, and make clear, informed, decisions.
* Comfortable working autonomously and as part of a team, including building relationships with, and supporting a diverse community of stakeholders at a distance.
* Pragmatic and solution oriented with the ability to identify and resolve a range of issues/problems
* Ability to work well with figures, undertake basic research and gather information from various sources.
* 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.
* Establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; Identifies stakeholders’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems.
* Ability to build relationships quickly with a wide range of people, both internally and externally with a flexible yet stabilising attitude.
* Commitment to Save the Children’s values.
* Able to travel to operational country programs (on occasion remote and insecure) and attend external meetings.

**Desirable** * Experience with demand and supply planning, integrated planning processes, and/or sales and operations planning in the private sector is a highly valued.
* Operations/Field Office Management Experience including project management methodology, implementation and evaluation, programme delivery and budgeting in NGO sector is a plus.
* Experience of working in the INGO sector, and knowledge of institutional donor grant requirements, including experience with proposals, implementation, technical advice, reporting across supply chain, stocks and distributions.
* Working knowledge of French or Spanish is a plus.
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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. |
| **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. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Megan Bassford | **Date:** 21/10/2022 |
| **JD agreed by:** Willem Zuidema | **Date:** 21/10/2022 |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |