**Job description**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role title:** | Logistics Analyst | | | | | | | **Version number:** | | 0.1 |
| **Reports to:** | Deployment Business Manager | | | | **Directorate:** | | | DPD | | |
| **GGS:** | 13 | | | | **Location:** | | | Amersham & supplier locations | | |
| **Organisation structure & department profile:** | The Deployment team is accountable for the successful delivery of the shared RAN, mobile backhaul and backbone transmission networks to Shareholder requirements and agreed time, cost and quality targets.  The Logistics Analyst is a supporting role within the DPD Deployment Team and reports directly to the Logistics Manager. | | | | | | | | | |
| **Created by:** | **Director:** | Keith Groombridge | | | | | **Date:** | | 27/04/18 | |
| **Head of HR:** | Sarah Molloy | | | | | **Date:** | | 27/04/18 | |
|  |  | | | | | | | | | |
| **Role purpose:** | * Manage the stock levels mainly focusing on the overstock to reduce overall stock holding. * Manage all stock within quarantine system and ensure that stock is investigated for re-use and re-deployment * Work with supplier to drive through updates and ensure stock levels are mitigated. * Manage Asset Disposal to the point equipment is no longer held within the central warehouse. * Work with stakeholders for decision on materials including design reviews.   Review of processes, reports and procedures and look for continuous improvements.   * Supporting the team with additional work priorities and daily activity. | | | | | | | | | |
| **Key Responsibilities & Accountabilities:**  **(In priority order)** | Responsible for supplying regular updates to the Logistics Manager on reduction of overstock.  Responsible for ensuring the Supplier is following the agreed processes in place for overall stock reduction.  Responsible for checking the data integrity of reports supplied regarding overstocks  Working with the Logistics Manager, manage the information provided to be able to report to Senior Management in a confident manner. | | | | | | | | | |
| **Key Challenges:**  **(in priority order)** | Support the recovery of CLAM service performance against contracted time, cost and quality obligations including the ongoing reduction of build and disposal inventory.  Supporting budget alignment across shareholders and ensure reporting is aligned to support shareholders expectations.   * Building effective relationships across the MBNL, Shareholder and supplier organisations to deliver strategic objectives, enable open and honest exchanges and foster trust and respect. | | | | | | | | | |
| **People Management:** | **Line Manager?** | | | | | | | No | | |
| **Virtual (project) Manager of people?** | | | | | | | No | | |
| **Responsible for:**  allocation of work (task based)  setting direction (objective based)  performance management  recruitment  absence management | | | | | | | Yes (supplier)  Yes (supplier)  No  No  No | | |
| **No of direct reports:** | | | | | | | 0 | | |
| **Overall team size (headcount):** | | | | | | | 2? | | |
| **Other People Mgt comments:** | Extensive interaction with Shareholders, suppliers and MBNL teams. | | | | | | | | | |
| **Financial:** | **Budget manager** | | | No | |  | | | | |
| **OPEX responsibility** | | | £0 | | Direct | | | | |
| **CAPEX responsibility** | | | £0 | | Indirect | | | | |
| **P&L responsibility** | | | No | |  | | | | |
| **Other Financial Impact comments:** | Support the budget for CLAM activities. | | | | | | | | | |
| **Key Relationships:**  **(level, nature & purpose)** | **Within MBNL organisation:** Level - Heads of Department and SME.Nature – Strategic, Facilitative, Influencing and Informative. Purpose – Delivery of CLAM services to Shareholder requirements and agreed time, cost and quality targets.  **Across Shareholder organisations:** Level – Up to Heads of Department and SME.Nature – Strategic, Facilitative, Influencing and Negotiating. Purpose – Delivery of CLAM services to Shareholder requirements and agreed time, cost and quality targets.  **External suppliers:** Level – Up to Heads of Department Nature – Strategic, Facilitative, Influencing and Negotiating.Purpose - Substantial supplier management responsibilities including commercial instruction, financial management and reporting.  **External customers:** Nature - Facilitative, Purpose - Where required supporting MBNL / Shareholder teams. | | | | | | | | | |
|  | **Other key relationship comments:**   * Act as an ambassador for MBNL and our Shareholder organisations. | | | | | | | | | |
| **Key MBNL behaviours** | **Shine:** Be an ambassador for MBNL.Be courageous and resilient. Grow and stretch yourself, rise to the challenge.  **Collaborate:** Be positive. Actively seek others out and build effective relationships. Have open, honest & transparent conversations.  **Deliver:** Create a plan, regularly review and measure against that plan. Have a can-do attitude, learn from your experience.  **Lead:** Create, innovate and inspire. Challenge the norm and bring people on the journey. | | | | | | | | | |
| **Critical Knowledge & Experience (non time related):** | **professional / technical** | | | | | | | | | |
| **must have:** | | * Experience of delivering projects and Asset Management services to agreed time, cost and quality targets. * Experience of the methodologies, processes and capabilities required to deliver warehousing and distribution solutions using suppliers, 3rd parties and retained teams. * Experience of working as part of a broader deployment function. | | | | | | | |
| **nice to have:** | | * Experience of process development and optimisation,   Finance knowledge with experience of working with internal controls and external audit teams on business risk and mitigation.   * Knowledge of 2G, 3G, 4G RAN, transmission technologies. | | | | | | | |
| **business / context** | | | | | | | | | |
| **must have:** | | Strong experience of motivating and managing outsource Suppliers to agreed time, cost and quality targets.  Awareness of managing the natural tensions between customer, commercial and technical requirements. | | | | | | | |
| **nice to have:** | | Experience of working in or with a Joint Venture organisation. | | | | | | | |
| **Any other comments:** | Amersham based with frequent travel to other UK locations. | | | | | | | | | |