

Job Title: Regional Supply Chain Manager

Salary Range: £42,300 - £47,300.

Reports to: TBC

Location: Various locations (nationally)

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

In collaboration with Regional Heads of Operations, Operations Manager(s), Business Manager(s) the Commercial Assurance Team (QAMs), Quality Team and other colleagues, create an environment that will facilitate the delivery by delivery partners of our commercial contracts, in accordance with the Company's contractual obligations to the Department of Work and Pensions and in relation to placement of our Customers within sustainable employment.

Are you right for the job?

- Do you have experience of helping turn around the lives of people through training and/or employment?
- Do you thrive in an environment that encourages you to find new ways to help people?
- Do you have a strong track record of achieving targets?
- Do you motivate people, work well in a team and stay focused under pressure?

Person Specification

Job Title: Regional Supply Chain Manager

(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES

Technical competency (qualifications and training)

- Degree educated or equivalent (D)

Previous experience

- Significant experience of a senior management/leadership role within a managed service delivery organisation (E)
- Experience of supply chain management and the development of sustainable partnering relationships (E)
- Performance and relationship management experience obtained within a services environment (E)
- Experience of influencing and managing in a complex change environment (E)
- Proven experience of making presentations to stakeholders with success in delivering messages effectively (E)
- Successful track record in building strategic relationships with key stakeholders (E)
- IT literate with ability to manipulate and translate complex data (E)
- Operating knowledge of MS Office/SAP/Management Information Systems (D)
- Track record of successfully delivering frontline services for multiple sites, against challenging contractual targets (D)
- Experience of the application of coaching for performance techniques (D)

Skills and Attributes

- Proven analytical skills (E)
- Skilled in negotiating and influencing discussions in complex or difficult areas to achieve desired outcome (E)
- Strong leadership skills (E)
- Strong commercial business acumen (E)
- Ability to motivate and support. (E)
- Ability to manage complex supply chain and performance management. (E)
- Dynamic, open, participative and supportive management style. (E)

Personal qualities, communicating and relating to others

- Excellent interpersonal, communication and presentation skills. (E)
- Willingness to travel and work flexibly as part of the role (E)
- Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required. (E)
- Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed target dates. (E)
- Analytical problem solving skills. (E)

- Outstanding personal impact, drive, enthusiasm and presence. **(E)**
- Copes well in a rapidly changing environment. **(E)**
- Commitment, determination and resiliency. **(E)**
- Flexible and adaptable. **(E)**
- Innovative. **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Criminal Records Bureau disclosure at Basic Level . **(E)**

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trusts risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

10. Recycle and manage energy within your environment.