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| **JOB TITLE:** Global Senior Fleet Manager |
| **TEAM/PROGRAMME:** Supply Chain | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: B; Mid-Senior Level | **TYPE OF CONTRACT:** Permanent  |
| **CHILD SAFEGUARDING:**Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE**The Global Senior Fleet Manager is responsible for the effective operational management of SCI’s Fleet across all SCI operating countries. They are responsible for ensuring we safely operate our Fleet in a way that delivers value for money, operational efficiency and sustainability to our donors. The Global Senior Fleet Manager takes an active leadership role in our Fleet Transformation project which is in the midst of being deployed across multiple countries – this exciting project introduces a global cost recovery mechanism for donors to access our Fleet and deploys a Fleet Management System (FleetWave internally branded as ProFleet). The Global Senior Fleet Manager is the line manager for our team of 3 Roving Fleet Managers that provide operational support and technical advice to countries to manage to required standards. The Global Senior Fleet Manager is the operational owner of KPI performance for Global Fleet – driving Regions and Countries to deliver against expected performance standards. The requirements of the role mean that working hours which overlap with Europe, Africa, Middle-East and partially with Asia and Latin America are required. (So candidate should ideally be based in Europe, Africa or Middle-East). This role suits a dynamic, results orientated Supply Chain leader who has a track record of delivering transformational change in Supply Chain across many countries.  |
| **SCOPE OF ROLE**Covering 60 operating countries and Fleet of 1,700 (owned and rented) light vehicles across the five regions that SCI operates (Latin America and the Caribbean, Middle East, Eastern Europe and North Africa, East and South Africa, West and Central Africa and Asia). **Reports to: Jamie Meacham, Global Head of Warehousing, Distribution and Fleet** **Staff reporting to this post:** 3 Global Roving Fleet Managers **Budget Responsibilities:**  Management of the Fleet Capital Fund for purchasing vehicles **Role Dimensions*** Operational oversight of all global Fleet assets (which are day to day managed at a country office level).
* Ownership of policies, procedures, training and capacity strengthening for Fleet Management.
* Ownership of Fleet technology solutions (FMS, IVMS)
* Lead Technical advisor to countries on Fleet Management topics.
* Responsible for approving access to the Fleet Capital Fund which purchases new vehicle assets for countries.
* Key member of working groups on Road Safety and key global champion for Road Safety improvement.
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| **KEY AREAS OF ACCOUNTABILITY****Fleet Transformation*** Lead technical subject matter expert for Fleet Transformation
* Business owner of the ProFleet System
* Approval of purchase of new Fleet Assets

**Technical Advice:*** Lead technical subject matter on Fleet Management for countries responding to enquiries and issues around operational best practice
* Ensuring the quality of operational advice from Roving Fleet Managers is of the required standard

**Policies procedures and standards:** * Create/updating global policies procedures and standards as relate to Fleet Management
* Create/updating global training content as relate to Fleet Management
* Providing operational oversight to ensure that best practices are followed
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| **SKILLS AND BEHAVIOURS (SCI 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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| **SKILLS AND EXPERIENCE****Qualifications*** University degree in Logistics, Supply Chain, Supply/Demand Planning or a related field or equivalent experience
* Management of a global fleet is a preferred but not mandatory – experience with fleet management alongside demonstrable track record of delivery transformation in Supply Chain would be enough in the correct candidate.
* Experience delivering global roll out and project management in a large complex international organisation
* Experience in a Regional or Global Supply Chain role is highly advantageous
* Fluent in English is mandatory – another core language (Spanish, Arabic, French) would be a bonus
* Experience with Fleet related technology (FMS, IVMS)
* Understand of UN/INGO Fleet Management practices

**Capacity building:*** Excellent skills in developing manuals, guidance and tools that are accessible and user-friendly.
* Knowledge of the design and delivery of face to face and online trainings
* Passion for driving uptake of technology solutions to ensure return on investment and unlock of value for organisations

**Personal skills:*** Strong leadership and management
* Strong change management
* Deadline orientated
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| **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 |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **Additional job responsibilities**The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **JD written by: Jamie Meacham** | **Date: May 2023** |
| **JD agreed by:**  | **Date:**  |
| **Evaluated:** | **Date:** |