## Logistics Manager

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| **Generic title** | Manager – 1 |
| **General Description** | A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area. They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team’s performance and its impact on their area or project.In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office.In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees potential of new ideas and situationsTake a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situations Take a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify others needsUse personal experience to build skills in other peopleUse informal and formal performance reviews to target needs for development Understand and recognise people’s current career needsCoach and give feedback Build development plans with others |

## Role definition

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| **Summary of role**  | Responsible for the logistics management of the construction site in order to achieve required project delivery to the customers’ objectives, while maintaining standards of health and safety, quality, environmental impact and cost control. |
| **Responsibilities and accountabilities**  | Act as the principal logistics point of contact for the project manager Ensure compliance with logistics legal and contractual requirements Undertake audits of the contractor, subcontractors and suppliers against legal and contractual requirements Collate all equipment, plant and materials and people movement requirements and develop plans as required in the works informationAct as the principal Logistics point of contact for the Project ManagerProduce and Implement the Logistics PlanDevelop and provide logistics training for all personnel to include induction, tool box talks and specific training for personnel with logistics responsibilitiesManage all logistics personnelCo-ordinate between logistics personnel and the construction teamsOrganise weekly meetings with the Project Manager and record actions.Approve the logistics elements of the Contractors Method StatementsCo-ordinate with others regarding cumulative impacts on or outside the site.Ensure compliance with logistics legal and contractual requirementsWork with the Contractors Environmental Manager to ensure the site waste management plan is followed and maintained.Work with the contractors consents co-ordinator on the consents programme and prepare consent applicationsProvide advice and instruction to construction teams to deal rapidly and effectively with logistics related incidents and complaintsEnsure that the procurement of subcontractors and suppliers incorporates logistics requirements and states any constraints relating to LogisticsAnalyse individual logistics related incidents and complaints to identify root causes, corrective and preventative actions needed, trends and strategic actionsManage Logistics monitoring including works information or as required by consents, including analysis and interpretation of monitoring results and actionsUndertake audits of the Contractor, subcontractors and suppliers against legal and contractual requirementsProduce report information for the logistics part of the progress report and attend the progress meeting to ensure that the Logistics Plan remains suitable, adequate and effectiveBe the point of contact between the contractor and the Traffic Co-ordination centreCollate all equipment, plant and Materials and people movement requirements and develop plans as required in the Works InformationAttend Traffic Liaison group meetingsLiaise with others, including other Crossrail contractors and local authorities, to coordinate Equipment, Plant and Materials and people vehicle movement requirements |
| **Qualifications, training and technical knowledge**  | Appropriate experience of logistics management, including site experience on construction projectsGood knowledge and practical experience of legal requirements and how to comply with them, including but not limited to driver hours, vehicle and driving safetyGood knowledge of safe operational practice for operation of vehicles and equipment and methods of loading and off-loadingGood knowledge and practical experience of planning and organising deliveries to/ from sites: andExperience of liaison with stakeholders including local authorities, the Police and Highways Agency |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills, with the ability to motivate self and colleagues to achieve high standards of complianceGood operational planning and time management skills; able to manage projects simultaneously without compromising on standards and qualityAbility to ensure standards and specifications are metAbility to work with colleagues to deliver project and operational performanceSound knowledge of construction practices and standardsSpecialist knowledge in chosen field  |