

Logistics Manager

Generic title	Manager – 1
General Description	<p>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.</p> <p>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.</p> <p>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.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can work well within tested frameworks of development to identify others needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p>

	Build development plans with others
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Role definition

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	<p>Act as the principal logistics point of contact for the project manager</p> <p>Ensure compliance with logistics legal and contractual requirements</p> <p>Undertake audits of the contractor, subcontractors and suppliers against legal and contractual requirements</p> <p>Collate all equipment, plant and materials and people movement requirements and develop plans as required in the works information</p> <p>Act as the principal Logistics point of contact for the Project Manager</p> <p>Produce and Implement the Logistics Plan</p> <p>Develop and provide logistics training for all personnel to include induction, tool box talks and specific training for personnel with logistics responsibilities</p> <p>Manage all logistics personnel</p> <p>Co-ordinate between logistics personnel and the construction teams</p> <p>Organise weekly meetings with the Project Manager and record actions.</p> <p>Approve the logistics elements of the Contractors Method Statements</p> <p>Co-ordinate with others regarding cumulative impacts on or outside the site.</p> <p>Ensure compliance with logistics legal and contractual requirements</p> <p>Work with the Contractors Environmental Manager to ensure the site waste management plan is followed and maintained.</p> <p>Work with the contractors consents co-ordinator on the consents programme and prepare consent applications</p> <p>Provide advice and instruction to construction teams to deal rapidly and effectively with logistics related incidents and complaints</p> <p>Ensure that the procurement of subcontractors and suppliers incorporates logistics requirements and states any constraints relating to Logistics</p> <p>Analyse individual logistics related incidents and complaints to identify root causes, corrective and preventative actions needed, trends and strategic actions</p> <p>Manage Logistics monitoring including works information or as required by consents, including analysis and interpretation of monitoring results and actions</p> <p>Undertake audits of the Contractor, subcontractors and suppliers against legal and contractual requirements</p> <p>Produce 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 effective</p> <p>Be the point of contact between the contractor and the Traffic Co-ordination centre</p> <p>Collate all equipment, plant and Materials and people movement requirements and develop plans as required in the Works Information</p> <p>Attend Traffic Liaison group meetings</p> <p>Liaise with others, including other contractors and local authorities, to coordinate Equipment, Plant and Materials and people vehicle movement requirements</p>
Qualifications, training and technical knowledge	<p>Appropriate experience of logistics management, including site experience on construction projects</p> <p>Good knowledge and practical experience of legal requirements and how to comply with them, including but not limited to driver hours, vehicle and driving safety</p> <p>Good knowledge of safe operational practice for operation of vehicles and</p>

	<p>equipment and methods of loading and off-loading Good knowledge and practical experience of planning and organising deliveries to/ from sites: and Experience of liaison with all stakeholders.</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality Ability to ensure standards and specifications are met Ability to work with colleagues to deliver project and operational performance Sound knowledge of construction practices and standards Specialist knowledge in chosen field</p>