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| **ROLE PROFILE: Learning Officer** | |  |
| Position Title: | Supply Chain Learning Senior Officer NEW0000213 |

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| **Team** | Supply Chain | **Grade** | P2 |
| **Reports To (Title)** | Global Head of Supply Chain Planning and Capability | **Contract Length** | Permanent |
| **Location** | Any | **Time-zone** | Any |
| **Languages** | Any | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  To provide guidance and support to country offices in supply chain planning, procurement, warehousing, distribution, and fleet management, enabling effective and efficient operations while ensuring compliance with regulatory and donor requirements. To deliver training and development opportunities in supply chain expertise for staff in country offices and partners, enhancing local capabilities and fostering supplier sustainability and CO2 emission reduction programs. To support country offices with international procurement, supplier registration, and emergency response management, strengthening overall supply chain resilience and performance.  **Role purpose**  The Supply Chain Learning Officer is responsible for championing talent development and learning for the Supply Chain function. This role aims to ensure all staff working in supply chain have consistent access to high quality learning opportunities, in turn building the capability of the function. The role will also have a focus on supply chain learning for non-supply chain staff – ensuring the function is well understood across the organisation and that all staff know how to learn more about supply chain. |

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| **Principal Accountabilities** |
| * Maintain the Supply Chain Learning Hub (SCLH) ensuring all courses, tools and guidance are relevant to the function and up to date * Maintain the Supply Chain Competency Framework and supporting guidance/documentation. * Engage with cross functional work on competency frameworks to ensure supply chain is effectively represented. * Develop and deliver SCLH continuous improvement to ensure this key resources is the go to location for supply chain learning. * Build and maintain external networks and engage with peer organizations to share best practice for supply chain learning * Build and maintain internal networks and engage with learning / capacity building staff in other functions to share best practice * Engage closely with SCI L&D / Global talent team to ensure the Supply Chian learning offer is aligned to and supported by organizational approaches. * Develop and maintain functional induction materials (both for supply chain staff and non-supply chain staff) for the supply chain function – ensuring these are accessible to all staff. * Work with Supply Chain Business partners to support the co-ordination of talent management and succession planning across the function – maintaining appropriate records. * Co-ordinate Learning activities across the function to ensure communities of practice and other “live” trainings are timed at suitable schedules for all COs to engage. * Support eLearning development projects when required |

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| **Budget** |
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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: no  Percentage of required for travel: N/A |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * The role works closely with the functional global leads for procurement, logistics, fleet Humanitarian and planning as well as the regional supply chain business partners. Works also closely with P&O and learning and development team to ensure allignment with other functions and organization wide standards and systems.   **External**   * External platfoms for learning in the relief sector and institutions like Disaster Ready, Kuehne Foundation. Also sporadically projects will be initiated with global partners of donors such as Amazon. |

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| **Competencies** |
| Cluster: Leading - Competency: Leading and inspiring others - Level: Accomplished - Behavioural Indicator: Uses a range of leadership styles to get the best out of the team, using both a directive and supportive approach as the situation requires.  Cluster: Leading - Competency: Developing others - Level: Accomplished - Behavioural Indicator: Supports and encourages individuals to complete their own learning and development.  Cluster: Thinking - Competency: Innovating and Adapting - Level: Accomplished - Behavioural Indicator: Looks for and implements improvements and innovations to improve individual, team and/or organization performance.  Cluster: Thinking - Competency: Problem Solving and Decision Making - Level: Skilled - Behavioural Indicator: Identifies and resolves issues in a timely manner using knowledge, facts and experience.  Cluster: Engaging - Competency: Networking - Level: Accomplished - Behavioural Indicator: Builds wide and effective networks of contacts inside and outside the organization.  Cluster: Engaging - Competency: Communicating with Impact - Level: Skilled - Behavioural Indicator: Communicates information effectively and succinctly to large groups or individuals, winning support through encouraging leadership. |

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| **Experience and Skills** |
| **Essential**   1. Experience in delivering learning and development capability within global, multicultural organisations – commercial or not for profit sector. 2. Experience in designing and delivering a range of learning interventions, including remote, face to face and technology enabled learning 3. Excellent skills in developing learning content, using a variety of media that is accessible and user-friendly 4. Project management skills, a structured approach, and the ability to deliver results to a tight timescale   **Desirable**   1. Some experience or demonstrated interest in experimenting and learning with new technologies and adult education, skills and competency development within global organisations 2. Experience in all supply chain areas (Planning, Procurement, Warehousing, Distribution and Fleet) 3. Working proficiency in another language, such as French, Spanish, Arabic, Swahili |

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| **Education and Qualifications** |
| **Essential**   * A formal qualification in a relevant field, for example CIPD qualification * Experience of working in a large complex operating environment and/or a matrix operating structure across multiple time zones * Developed IT skills in online training platforms   **Desirable**   * Experience within the INGO sector |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| version 3 | 7/23/2024 | Willem Zuidema |  | Willem Zuidema |