<table>
<thead>
<tr>
<th>Job Title</th>
<th>Head of Central Services and Logistics</th>
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<tbody>
<tr>
<td>Role Profile Title</td>
<td>Senior Manager</td>
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<tr>
<td>Department</td>
<td>Central Services and Logistics</td>
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<tr>
<td>Location</td>
<td>The Lodge</td>
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<tr>
<td>Reports to</td>
<td>Director of Finance</td>
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<tr>
<td>Direct Reports (including Volunteers)</td>
<td>Seven direct reports</td>
</tr>
<tr>
<td>Salary Range</td>
<td>£48,000 to £53,000</td>
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<tr>
<td>Closing Date</td>
<td>2 May 2016</td>
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<td>Interview Date</td>
<td>To be advised</td>
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<tr>
<td>Job Purpose</td>
<td>Work with Board to lead the RSPB in the delivery of Saving Nature Strategy. Leadership of teams; aligning resources and capabilities within strategic priorities; embracing culture of change.</td>
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**Key Result Areas**

- Contribute to developing the RSPB strategy to support Saving Nature.
- Lead the development of the department/region/country strategy, direct the planning, prioritisation and future development of objectives.
- Develop high level, strategic and collaborative internal and external relationships with key stakeholders ensuring that the RSPB is represented and corporate aims are delivered, while also securing support for the organisation and nature.
- Demonstrate leadership by creating a vision, inspiring engagement and enabling teams to achieve their goals; proactively develop them, take an interest in their future aspirations, support them through coaching and mentoring.
- Set and model expected behaviour and performance to ensure that RSPB targets, culture and competency frameworks are delivered.
- Ensures systems are in place across all work activities to minimise adverse events so that RSPB’s people, reputation and financial position are not put at risk, productivity is improved and unnecessary activity is stopped.
KEY CONTACTS AND WORKING RELATIONSHIPS

**Internal**
- Directors and Senior Managers to plan and implement strategy setting the direction of the RSPB
- Management teams to provide joined up business focussed direction for the management and development of their staff

**External**
- External partners, working collaboratively to build the impact of the RSPB’s effectiveness
- Network with relevant external organisations to improve our understanding of the political and business environment to maintain our relevance and leading edge

FINANCIAL RESPONSIBILITY

**This role is accountable for specific budgets (including projects).** 
Accountable means:
- Oversees how budgets are spent, including ensuring department/region/country financial risks are controlled.
- Approves budget amendments where necessary.
- Authorises high-level spend within budgets.

**This role is responsible for specific budgets (including projects).** 
Responsible means:
- Monitors spend against targets whilst minimising risk.
- Decides on appropriate expenditure to meet objectives.
- Manages day-to-day procurement of goods and services, including selecting appropriate suppliers and contractors.

**This role has sign-off authority for expenditure through, for example, purchase orders.**

**ESSENTIAL QUALIFICATIONS**

1. Educated to degree level or relevant high level experience to effectively communicate complex messages and use management information to undertake responsibilities.

**ESSENTIAL KNOWLEDGE**

2. Leading and managing relevant multidisciplinary teams including Facilities Management
3. Project management skills to plan and manage successful projects, manage risks, costs, time and project teams
4. Organisational dynamic to understand strategy, business functions and decision-making

**ESSENTIAL SKILLS**
5. Leadership and people management skills to motivate, coach and develop team members for high performance
6. Communication skills to present, influence and represent the organisation
7. Collaboration skills to build relationships, navigate politics and manage conflicts
8. Business management skills to understand strategy, business functions and decision-making
9. Financial acumen to manage budgets, forecasting, understand financial statements and understand and use business metrics
10. Excellent problem solving skills and ability to find creative solutions.

**Essential experience**

Demonstrable experience of:

11. Facilities and fleet management
12. Service development and optimisation
13. Working in partnerships to achieve shared outcomes.
15. Cost and budget management.
16. Working with external stakeholders, agencies and contractors.

**Desirable qualifications, knowledge, skills and experience**

16. Hold a BIFM qualification
17. Experience of Fleet management and logistics operations

**How we expect you to work**

The RSPB has seven key competencies that are important to our organisation’s success. We expect all employees to demonstrate these competencies in everything that they do. The heading descriptors of the seven competencies are:

**Direction:**
You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

**Energy:**
You bring energy and urgency to the RSPB to motivate people to do the best they can.

**Capability:**
You build your own and other people’s capabilities, directly and indirectly.

**Relationships:**
You communicate effectively and build productive internal and external relationships.

**Change:**
You support continuous improvement and change and constantly look for way to do things better.

**Advocacy:**
You act as an advocate for the RSPB.

**Performance:**
You get things done, achieve ambitious goals and the RSPB’s aims.

In line with these competencies, the following behaviours are essential upon appointment to this particular role and will need to be part of what you do for you to add value to the RSPB:
Contributes to developing the RSPB’s strategy
Describes a compelling vision for the future
Defines clear expectations for standards of performance across both for their team and across the organisation and inspires their team to excel
Inspires people to care about the RSPB mission and encouraging support
Trusts the decisions and expertise of others
Takes direct responsibility for developing staff and volunteers
Secures partnerships that further the work of the RSPB
Build collaborative relationships across the RSPB
Is an inspiring speaker for the RSPB’s cause
Allocates resources to deliver strategic priorities and challenges non priority activities

Additional Information

This role will require regular/occasional weekend and evening working
This role will require regular travel within the UK
This role will require regular/occasional overnight stays away from home
The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.
In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB’s aim to take action for the conservation of wild birds and the environment. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.