Job Specification: Junior Logistics Data Analyst

Department: Procurement and Logistics
Scale: HQ2
Line managed by: Procurement and Logistics Manager
Responsible for line managing: N/A
Location: **MAG HQ –** Manchester with potential for global travel

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MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:
The purpose of the role to centralise and lead on all aspects of data production, consolidation, management and analysis for MAG Procurement and Logistics function.

Job Description

Logistics Data focal point

- Improve data production, collection, consolidation and analysis for all areas of procurement and logistics management across MAG operational locations.
- Support the development and implementation of a Supply Chain Taxonomy of MAG logistics function.
- Develop monthly reporting system for all areas of logistics management.
- Ensure consolidation of all key data related to Procurement and Logistics.
- Develop new excel based tools for procurement and logistics management, and their dissemination at programmes level
- Capacity build, both remote and face-to-face, for Programmes Logistics staff concerning the adoption of new tools and data production.
- Support global initiatives within the Procurement and Logistics function evolution, as requested by Project Leads.
- Propose innovative solutions to identified problems within MAG data management for the Logistics function, and work in mitigating all identified risks.
- Provide ad hoc support in data analysis, data mining and data quality control to programmes when required

Data & Analytics

- Support developing and setting up a KPI management system for procurement and logistics.
- Support the automation of key analysis by leading the set up and regular management of PowerBi based analytics, in order to provide key stakeholders with the required level of information for monitoring procurement and logistics activities at Programmes level.

SharePoint & Information Systems

- Act as focal point for the Procurement and Logistics section of MAG SharePoint platform
- Support programmes adoption and usage of SharePoint platform by training the staff and providing technical guidance
- Work with IT colleagues to further develop Procurement and Logistics area of MAG SharePoint platform
- Monitor the data being uploaded in SharePoint, ensuring correctness and coherence of the online archiving system
- Support in adoption of any Management System pertaining to Procurement and Logistics function being identified by MAG Leadership
- Support Procurement and Logistics team on the digitalisation of identified procurement and logistics processes

Team Support

- Support Procurement and Logistics team with any additional task required for the overall benefit of the team performance, including but not limited to gap filling for some colleagues within specific tasks and initiatives, supporting team coordination mechanisms and facilitate sessions within logistics workshops.

All staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Travel overseas to support MAG programmes as and when required
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Experience working in and understanding of data analysis, statistics and analytics in a similar position.

Essential Skills and Knowledge

- Fluent written/spoken English language skills
- Extensive knowledge of and experience working with Excel, SharePoint, and PowerBI.
- Capacity to manipulate data, provide complex analysis, elaborate visual reports.
- Good communication and interpersonal skills, with the ability to establish effective working relationships both in face to face and remote situations

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-focused approach to work
- Willingness to learn, develop additional skills
- Ability to maintain records with high degree of accuracy, analyse data and spot trends
- Methodical and Detail oriented, with structured and organized approach to problem solving.
- Ability to work under limited supervision but keeping management informed over advancement of agreed objectives
- Flexibility in dealing with several different stakeholders,
- Strong motivation to support MAG Procurement and Logistics evolution
- Commitment to MAG's strategic direction and core values

Qualification

- Bachelor degree in related field (statistics, engineering, mathematics, etc.)

Desirable

- Previous experience working on Logistics Data and Analytics role.
- Previous direct experience or involvement in the digitalisation of organisational processes
- Previous experience in supporting roll-out of IT systems
- Basic code writing capacity
- Basic understanding of NGO work
- Relevant second language skills– e.g. French, Portuguese, Spanish, Arabic Project management skills

Signed employee:	**Date:**
Signed manager:	**Date:**

November 2019