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| Role Profile Title: | **Logistics Manager** | Job Code: |  |
| Job Title: (for use when creating an individual job description) |  |
| Job Family : | **Logistics** | LAIO Level: |  |
| Position Reports to: | **Construction Manager / Project Manager** |
| BU / Project / Dept: | **Infrastructure** |

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| **Leighton Asia India and Offshore** |
| Leighton Asia, India and Offshore leverages comprehensive sector expertise and geographic diversity as a leading construction and mining services provider. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Mongolia, the Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia, India and Offshore is headquartered in Hong Kong. |

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| **Infrastructure Business Unit**  |
| Since our first civil engineering project in Hong Kong in the mid-1970s, Leighton Asia has been consistently recognised as a leader in delivering major infrastructure solutions across the region. As a full-service engineering and construction firm, Leighton Asia has the necessary resources and expertise to help clients realise virtually any infrastructure undertaking. We have successfully designed, developed, constructed, operated and maintained many key civil engineering and infrastructure projects throughout Asia, including site preparation and land reclamation, railway systems, bridges, tunnels, power stations, airports as well as pipelines, roads and more. |

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| **Purpose of the Role (why does the position exist, WITH what objectives)** |
| The role is responsible for construction and maintenance of amenities at the project site; setting up of water and power supply; establishing and overseeing adherence to traffic and security guidelines; overseeing receipt and inventory management of material/equipment; and resource allocation and monitoring of equipment, labour and fuel WITH THE OBJECTIVE OF ensuring timely availability of material and manpower resources to the project teams at optimum cost. |

**Communication and working relationships** (Explain the people and levels and reasons both within and outside the organization with which this job has to interact)

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| **Typical Level of Interaction (select only one)** |
| ☐ Standard: Typical interaction is to request and provide information. Courtesy, tact and effectiveness are required.☐ Advanced: Influence using logic and facts. Communication is important but not critical to the achievement of job objectives.☐ Expert: Win the hearts and minds, changing opinion of people. Critical in achieving the job objectives. |
| **Primary Audience (Internal)** | **Primary Audience (External)** |
| **Within the same function:*** 6-10 direct reports (Amenities Superintendent, Logistics Coordinator, Traffic controller, Gate controller)
* Team size: same as above (direct reports only)
* Plant department
 | * Suppliers
* Sub-contractors
* Government agencies
* Utility companies (e.g. power supply)
 |
| **Outside the function:*** Construction department
* Commercial department
* Procurement department
* Safety department
* Security department
 |
| **Typical Level of Audience (Internal)** | **Typical Level of Audience (External)** |
| ☐ Clerical / Operational☐ Supervisory / Junior Professional☐ Middle Management / Seasoned Professional☐ Senior / Top Management | ☐ Clerical / Operational☐ Supervisory / Junior Professional☐ Middle Management / Seasoned Professional☐ Senior / Top Management |

**Key Accountabilities** (List all areas of responsibilities, with key tasks and performance metrics defined)

| **Key Accountabilities** | **Key Tasks & Performance Indicators** |
| --- | --- |
| Temporary power and water supply | *Tasks:* * Guide subordinates in setting up the temporary transformer room at the project site and distributing power supply across multiple points on the site, as required
* Approve hiring of new generators for additional power needs
* Liaison with the local authorities and/or utilities companies to set up water supply for the project site
* Guide subordinates in adequately distributing the water supply across different points on the site
* Oversee timely maintenance and repairs of the water and power supply equipment (pumps, etc.) for ensuring uninterrupted supply and minimising down time
* Seek support and/or intervention from supervisor, if required

*Performance indicators:* * Actual cost of water/power supply vs. plan
* Number of cost-saving opportunities identified and implemented
 |
| Amenities & traffic management | *Tasks:* * Oversee the setting up of amenities (such as office building, rest area, washrooms, training rooms, etc.) through direct labour or sub-contractors
* Establish procedures and checklists for general maintenance of amenities and monitor adherence to the same
* Oversee timely collection of wastes/sewage from pre-defined collection points on the site; Oversee cleaning of the site perimeter
* Oversee bi-weekly pest control activities in coordination with relevant external parties
* Set up approval and recording systems for incoming/outgoing equipment and material; Designate waiting area for vehicles prior to being called into the site; Oversee adherence to the established traffic control systems
* Seek support and/or approvals from supervisor, as required

*Performance indicators:* * Feedback from supervisor on amenities & traffic management
 |
| Security management | *Tasks:* * Establish security norms for people entering and leaving the site, in consultation with supervisor
* Educate subordinates and security personnel regarding the same; Monitor adherence to the necessary documentation requirements, filling up of checklists, etc.
* Direct subordinates to conduct bi-weekly “spot checks” of security procedures being followed
* Obtain necessary internal approvals and oversee completion of documentation for pre-approval of vehicles and personnel
* Guide subordinates in obtaining necessary permits and approvals for people entering the site post working hours

*Performance indicators:* * Number of non-compliances with security procedures/guidelines
 |
| Inventory management | *Tasks:* * Guide subordinates on conducting checks on basic specifications, quantity of goods, etc. against PO (purchase order), while receiving goods from suppliers; Inform the Purchasing team of any shortage/excess against PO
* Coordinate with the Quality team for sample testing of products; Report any quality-rejections to the Purchasing team for subsequent closure of the same with the supplier
* Oversee timely allocation and delivery of the material to Construction or sub-contractor team
* Guide subordinates on maintaining and updating inventory records for incoming material and material usage; Review and approve the same for the subordinate to upload on the internet

*Performance indicators:* * Accuracy and recency of inventory records
 |
| Resource management | *Tasks:* * Collect information from Construction team on sub-contractor expenses with respect to plant (equipment), labour and fuel
* Share the same with commercial team for adjustment against sub-contractor payments
* Monitor overall fuel consumption, and labour/plant expenses against plan
* Seek clarification from Construction team on under-utilisation or over-utilisation of resources, as the case may be
* Report any major deviations to the supervisor for subsequent planning and corrective action

*Performance indicators:* * Feedback from supervisor on resource management
 |
| People management | *Tasks:* * Set objective goals, evaluate performance of subordinates and provide them regular feedback
* Identify performance gaps in subordinates and provide necessary support to close such gaps
* Recognise and encourage high performing subordinates
* Train and mentor subordinates on technical as well as behavioural aspects of their respective roles
* Provide opportunities to the team to develop their capabilities
* Resolve issues faced by subordinates

*Performance indicators:* * Attrition in the team
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**Key Financial Dimensions and Related Job Results**

(Specify annual dimensions for any financial or budget responsibilities, and the nature and value of any transactions on which the job has an impact or contribution, and any other critical relevant dimensions)

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| **Financial Magnitude** | **Financial Impact (select only one)** |
| * Not applicable
 | ☐ Remote: Provides informational, recording or incidental services for use by others in relation to some important end result.☐ Contributory: Provides interpretative, advisory or facilitating services for use by others in taking action.☐ Shared: Jointly accountable with others (such as own subordinates and superiors) to deliver the financial target.☐ Prime: Has high degree of control in delivering the financial target. |

**Qualifications, Experience and Skills**

(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)

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| **Qualifications** | **Experience** |
| * Diploma in Logistics
 | * Total work experience: 10+ years
* Total relevant experience: 10+ years in logistics management
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| **Behavioural Skills** **(refer to LAIO Behaviour Expectation Framework for Competencies)** | **Technical Capabilities / Knowledge**  |
| **Values & Business Ethics** | **Level** | * Knowledge of inventory management
* Knowledge of construction/infrastructure in Oil & Gas industry
 |
| Manage & Lead – Delivers, builds and acts on the Company Values and Business Conduct | 2 |
| **Leadership Capabilities** |  |
| Strategic Orientation – Understands the current focus in the short to medium term Results Orientation – Focus on delivering timely performance with energy and taking responsibility and accountability for quality outcomesCommercial Orientation – Having the commercial, financial and sustainable mindset Collaboration & Influencing – Leading from the front and communicating with clarity, conviction and enthusiasm Team Leadership – Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, and trust Developing People Capability – Assists with formal development processes, ensuring that training, coaching and mentoring is provided to the team | 2 |
| **Personal Effectiveness** |  |
| Self Management – Manages strengths and limitations and maintains a balanced mindset Achievement Drive – Improves processes & strives to improve personal performanceClient Focus – Anticipates needs and proactively communicates with clientsTeamwork – Encourages team contributions - takes actions to assist the team or group to work more effectively | 2 |

**Agreed By**

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| Employee Name: \_ \_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Manager Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(for use when agreeing on a Job Description)

**Document Control**

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| **Version** | **Prepared by** | **Approved by** |
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