

**Job Description****Post:** Head of Supply Chain Program Innovation**Department/Region:** Science & Standards**Location:** London UK**Purpose of post:**

Reporting to the Supply Chain Standards Director, the Head of Supply Chain Program Innovation plays a key role in the leadership of the Supply Chain Standards team and the development of its program, ensuring it can respond to the demands of seafood supply chain actors, and MSC's objectives, whilst maintaining the high levels of independence, rigour, credibility, and integrity that have resulted in its current reputation as best in class.

The Head of Supply Chain Program Innovation has responsibility for identifying, developing, testing, and leading the implementation of innovative supply chain business solutions with the objective of keeping the MSC Supply Chain Program at the forefront of industry best practice.

More specifically, the Head of Supply Chain Program Innovation will lead and program manage the design, implementation and roll out of MSC's program to enhance and digitise its traceability requirements which is a key objective of the MSC's Integrated Strategic Plan.

Line Relationships		Key Work Relationships		Authority Limits
<b>Responsible to:</b> Supply Chain Standards Director  <b>Responsible for:</b> Senior Supply Chain Standards Innovation Managers		<b>Internal:</b> Science and Standards senior team Executive Committee Program Development team Senior Program Management team Heads of Market Operations and Licensing Technology and Data Director Fundraising team MSC Governance Bodies <b>External:</b> Aquaculture Stewardship Council (ASC) Global Dialogue on Seafood Traceability (GDST) ISEAL		<ul style="list-style-type: none"> <li>Level 6A post</li> <li>Financial delegations in accordance with Financial Handbook</li> </ul>
Contractual Terms (UK)		Benefits (UK)		
<b>Contract type:</b>	Permanent	<b>Annual leave:</b>	25 days	
<b>Probation:</b>	6 months	<b>Pension:</b>	Tier 1 (3% contribution from employer & 5% employee) from day 1. On successful completion of probation, Tier 2 (9% employer & 6% employee); choice of salary sacrifice	

<b>Notice:</b>	3 months	<b>Other benefits:</b>	4x death in service insurance
<b>Working hours:</b>	35 per week	<b>Working time</b>	Monday – Friday; 09:00 – 17:00
The MSC supports flexible working, so the pattern of hours may vary according to operational and personal needs. The MSC works across different time zones so evening or weekend work and/or some international travel and overnight stays may be required occasionally. No overtime is payable, however under certain circumstances time off in lieu may be granted.			

## Key Responsibilities

*This role will support the Supply Chain Standards Director and work closely with the Head of Supply Chain Standards Operations, in matters related to the leadership of the Supply Chain Standards team and innovation of the Supply Chain Program.*

### Supply Chain Standards Team Leadership

- Line-manage, coach, and develop aligned Supply Chain Standard team members effectively.
- Work with the Supply Chain Standards Director and Head of Supply Chain Standard Operations to lead the larger Supply Chain Standards team.
- Support the Supply Chain Standards Director on strategic decision making and development of the MSC's Integrated Strategic Plan.
- Deputise for the Supply Chain Standards Director, as required and directed.

### Internal and External Relationships

- Build strategic relationships to explore new supply chain program innovations, including partnerships aimed at delivering efficiencies, increasing credibility of the MSC program and optimising innovation.
- Build strategic relationships with key MSC fishery and supply chain program partners on active program innovations (e.g., Traceability Enhancement Program) and potential developments.
- Engage with industry leading technical initiatives and build relationships with recognised technical experts.
- Build strong working relationships with internal stakeholders and external partner organisations including ASC.
- Chair relevant internal working groups, steering committees, and meetings.
- Represent the Supply Chain Standards team and/or Science & Standards department on cross department initiatives as delegated, liaising with other departments of the MSC and externally where required.
- Support internal communications and employee collaboration and engagement activities within the Science & Standards department, and cross-organisationally.

### Project management:

- Lead delivery of complex, multi-stakeholder and cross department projects (notably the Traceability Enhancement Program) and project components, providing oversight of activities, delivery timelines, and project expenditure; managing the contributions of staff and contracted experts; engagement with governance bodies, and ensuring delivery of high-quality outputs.
- Work closely with other MSC project leads to ensure alignment and coordination of activities and efforts.

### Research and Innovation

- Horizon scan opportunities for MSC Supply Chain program development and lead on the review of innovations suggested by key stakeholders ensuring these are sustainable, scalable, and aligned to MSC strategy, mission, and priorities.
- Initiate explorative projects that lead to improved efficiency, credibility, and value of the Supply Chain program consistent with the ISP targets relating to Certification and Markets priorities, collaborating with other departments and specifically the Head of Market Development.
- Build strategic relationships to explore potential program innovations.
- Lead the review of the latest research in traceability innovations, strategic MSC markets and emerging MSC markets to establish if additional elements/requirements need to be incorporated within the MSC Supply Chain program.
- Devote particular attention to supply chain structures, any changes in the overall operating environment and trends in new markets.

### Policy Development

- Contribute to the development, communication, and implementation of supply chain standards strategy.
- Lead, delegate and/ or oversee relevant policy development projects, notably those aligned to the Traceability Enhancement Program, providing guidance and direction to team members.
- Support other MSC project leads as required.
- Contribute to the strategic priorities as part of the MSC's Integrated Strategic Plan for the next 3-5 years related to the ongoing development, implementation, and future potential of the Traceability Enhancement Program.

### General Management

- Manage allocated budgets in accordance with the MSC Finance Handbook.
- Negotiate, agree, and sign off contracts on behalf of MSC with external consultants and service providers within the limits of the role's financial delegations and ensuring MSC owns, controls, and protects its IP, copyrights etc.
- Contribute to organisational risk management and horizon scanning, identifying opportunities for and threats to the MSC program for consideration by the Executive.
- Responsible for adoption of all enterprise digital tools by the Supply Chain Standards team, ensuring tools meet the ongoing needs of the team through effective engagement with digital and IT teams.
- Undertake any other duties as delegated by the Supply Chain Standards Director and/or Chief Science and Standards Officer.

### Note

No job description can be entirely comprehensive, and the jobholder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the organisation.

You will be expected to carry out all duties in the context of and in compliance with the MSC's Equality & Diversity and Health & Safety policies.

### Person Specification

#### Required Attributes

##### Technical Skills, Qualifications & Experience

- Post-graduate degree or equivalent experience in a science, economics, sustainable development, or relevant discipline. Extensive experience could be used to supplement educational requirements
- Experience of working at a senior level in a multi-stakeholder organisation
- A good working knowledge of sustainable development, especially as it relates to fisheries and the food sector
- Familiarity with sustainability systems and how traceability supports and interacts with other system components (claims, assurance, M&E, etc.)
- Evidence of a practical understanding of global supply chains and the key issues and opportunities related to traceability, in areas including food safety, illegal, unreported, and unregulated fishing (IUU), product tracking and key data element verification
- An understanding of challenges relating to first mile traceability, volume reconciliation and leakage is an advantage
- The ideal candidate:

	<ul style="list-style-type: none"> <li>• will have experience with the seafood, grocery, or food service industries and have a sound knowledge of supply chains within one of these industries</li> <li>• would also have experience with digital traceability, including blockchain, and supply chain data standardisation initiatives</li> <li>• Knowledge of the MSC program within this role is an added advantage</li> <li>• Track record in project management, with proven ability to establish and manage priorities</li> <li>• Demonstrated experience: <ul style="list-style-type: none"> <li>• of effective project management of complex projects</li> <li>• in financial management, including developing budgets and monitoring expenditure for a diverse range of projects</li> </ul> </li> <li>• Well-developed IT skills, including the use of standard software packages (MS SharePoint, Word, Excel, PowerPoint, Outlook, and Adobe Acrobat).</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Evidence of an ability to successfully manage relationships with reports, colleagues, stakeholders, and collaborators, with a people centred approach to work</li> <li>• Demonstrable experience with meeting and/or work-group organisation and facilitation</li> <li>• Demonstrable understanding of, and affinity for, the stakeholder-engaged processes operated by the MSC, and cultural awareness and sensitivity to the diversity of views and approaches to issues relevant to the MSC program held by global stakeholders</li> <li>• Significant experience in building, mentoring, and coaching direct reports and project teams of mixed backgrounds and experience and with geographically and culturally diverse members</li> <li>• Ability to work effectively with indirect reports to deliver against tight targets is essential.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Demonstrated excellence in verbal and written communication that can be tailored to suit a diverse range of audiences, including senior people in business and government</li> <li>• Demonstrated excellence in preparing and delivering presentations and written reports to effectively engage and gain buy in from internal and external stakeholders</li> <li>• Fluent written and spoken English skills; a second relevant language an advantage.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Gravitas and confidence to gain the credibility and respect of staff at all levels of the MSC, as well as external partners and stakeholders</li> <li>• Well-developed analytical and systematic problem-solving skills, demonstrating sound reasoning abilities and logical decision making</li> <li>• Ability to horizon scan and identify threats to the reputation and credibility of the MSC, develop research and set up projects to respond proactively to respond to these threat</li> <li>• Ability to research, analyse and evaluate information and understand complex processes/information to propose user friendly solutions</li> <li>• Versatility to combine productive team membership and leadership with self-management and self-support when working alone</li> <li>• Excellent judgement and creative abilities, including influencing, negotiating and problem-solving skills; ability to make decisions in a rapidly changing environment</li> <li>• Willingness and enthusiasm to contribute to MSC-wide responsibilities and development, where appropriate, in pursuit of the MSC's mission and vision</li> <li>• Empathy and interest in the MSC's mission and objectives and for the role of market-based eco-labelling programmes and willing to champion such initiatives.</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Weekend work and regular domestic and international travel may be required.</li> </ul>

**Job Description Agreement**

Chief Operating Officer's Signature:

Date:

Job Holder's Signature:

Date: