

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Consultancy Manager
Responsible to:	Managing Director
Responsible for:	EMEC Team
Location:	The Old Ragged School

Overall Purpose of Job

To lead the commercial development, management and promotion of EMEC as a professional ecological consultancy, delivering positive conservation outcomes through the provision of objective high-quality advice and practical land management to clients in all sectors, and returning an increasing annual profit.

Main Responsibilities

Line Management and Supervision

The post holder is responsible for managing staff across a range of key functions, strategic planning and setting organisational goals for staff and areas of work, with the particular direct line management and supervision of:

- Principal Ecologist/Ecology Technical Lead
- Land Management Contracts Manager
- Project Supervisor
- Business Support Coordinator

Management of Resources and Projects

The post holder will utilise their experience and knowledge to:

- take responsibility for the financial, legal and contractual health of the organisation
- think creatively and about the growth and development of business to identify opportunities and develop innovative ways to maximise their potential income and impact
- take responsibility for delivering the levels of income and expenditure required to achieve the financial targets for the business
- take overall responsibility for planning, monitoring and controlling expenditure and deployment of resources
- ensure that projects are delivered to a high standard and managed effectively and efficiently to ensure that the projected profit for EMEC is met or exceeded
- ensure that EMEC systems, processes and procedures support the efficient and effective running, and development, of the business
- ensure that financial management procedures are followed, including purchase orders, prompt invoicing and assessment of WIP
- work with the Finance Director to ensure that monthly management accounts are produced on time
- provide company performance updates for staff on a monthly basis, and quarterly reports to the EMEC Board

Business Development and Client Liaison

The post holder will be responsible for:

- directing and driving the overall strategy, and business planning
- leading analysis of business critical data to understand performance against budget and inform decision making
- taking the strategic lead in client management and development, to maximize the value of existing clients and the identification of new potential high value clients
- lead a culture of excellence in relationship and client management and communication
- developing high level and lasting relationships with high value clients to ensure that EMEC is recognised as a key service provider
- leading the development, implementation of a marketing strategy and plan
- leading market analysis and positioning of EMEC within the sector
- taking an innovative approach to the development of EMEC's products and services, including developing partnerships with other consultancies and professions as necessary
- ensuring the importance of business development is embedded in the culture of the business
- ensuring that tenders and quotes are commercial and competitive, including appropriate charging rates and margins
- being the external ambassador for EMEC, including representing EMEC at events to build relationships and promote the business's services
- developing positive engagement with NWT, to utilise networks and relationships for mutual benefit
- representing EMEC at the AWTC and developing AWTC partnerships.

Compliance and Governance

The post holder will:

- Work with the EMEC Board and EMEC Team to develop and implement the business strategy;
- Work with the EMEC Board annually to produce the budget and business plan, ensuring that the EMEC team are engaged in this process and understand the objectives and targets;
- Ensure that the EMEC database is updated to facilitate production of management information.
- Provide information as required to the EMEC Board;
Have overall responsibility for ensuring that EMEC meets its legal obligations with regard to GDPR and Data Protection;
- Ensure, through liaison with NWT operations team, that all HR procedures are followed and that the staff handbook is updated, communicated and followed by all staff;
- Carry out regular performance management with direct line management responsibilities and ensure that all other staff do the same;
- Represent EMEC at Human Resource Working Group and Health and Safety Working Group meetings;
- Have responsibility for ensuring that H&S systems are maintained and adopted by all staff, and that all staff undertake the compulsory training required to deliver their roles;
- Have overall responsibility for ensuring the development of, and compliance with, EMEC's Business Management System (ISO 9001 & 14001) including regular audits and passing annual compliance visits;
- Ensure that all appropriate records are maintained to meet the requirements of ISO9001 and 14001;
- Work with the Board to ensure that all company records are kept updated at Companies House; and
- Provide quarterly reports for the EMEC Chair to report to the NWT Board and provide input to the NWT senior management team as required by the EMEC Directors.

General Requirements

Working closely with EMEC staff, the post holder has responsibility for undertaking the specific duties outlined in the job description above.

Given the nature of EMEC's activities **unsocial hours will be required in the evenings and very occasionally the weekends** to ensure the effective implementation of this post.

A full driving licence is required, as the post holder will often need to travel within and beyond the County to locations not served by public transport, and sometimes carrying equipment or materials.

In order for the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by the Board.

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the organisation. This includes promoting and acting as an ambassador for EMEC.

Person Specification

Ideally the post holder will be able to demonstrate all or most of the range of experience, skills, knowledge, and personal qualities detailed below.

Area A - EXPERIENCE

- Significant experience of business or consultancy management
- Experience of strategy development and business planning
- Financial planning and budget management
- Experience of leading and managing a multi-disciplinary team
- High-level administration and resource management
- Experience of project and contract management
- Experience of setting and managing budgets, reporting on operational performance
- Experience of building strong and lasting relationships with clients and sub-contractors
- Experience of delivering business development

Area B - KNOWLEDGE

- Understanding of health and safety, safeguarding and lone working regulations
- Business administration and knowledge of legal frameworks impacting on limited companies (E.g. H&S at Work, GDPR)
- IT applications including word processing, databases and spreadsheets

Area C - SKILLS

- Excellent inter-personal and communication skills
- Excellent administration and organisation skills, including ability to prioritise workloads and meet tight deadlines
- Ability to liaise effectively with a wide range of people
- Negotiation skills and conflict resolution

Area D - PERSONAL QUALITIES

- High level of enthusiasm, self-motivation and self-discipline
- Excellent communicator
- Leadership
- Confident decision maker
- Entrepreneurial
- Flexible and positive outlook with a solution led focus.
- Commitment to nature conservation and equal opportunities.