



EMEC Ecology

ROLE PROFILE AND PERSON SPECIFICATION

Job Title: Director of Operations
Responsible to: Managing Director
Responsible for: EMEC Team
Location: The Old Ragged School

Overall objectives of this role

- Lead the operational delivery of the management and promotion of EMEC as a professional ecological consultancy
- Promote positive conservation outcomes through the provision of objective high-quality advice and practical land management
- Meet or ideally exceed agreed annual levels of Profit with Purpose (PwP)

Main Responsibilities

People Management

- Lead and maintain an appropriate organisational culture
- Plan and set organisational goals for staff and areas of work
- Ensure that HR procedures are followed by all staff
- Support a culture of regular performance management
- Provide company performance updates for staff on a monthly basis
- Manage 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 and Senior Ecologists
 - Land Management Contracts Manager
 - Senior Project Manager
 - Client Relationship Lead

Management of resources and projects

- Implement operational systems and processes
- Ensure visibility of business performance against budget and manage variances,
- Identify and manage risks & issues.

Financial management

- Ensure policies and procedures are followed
- Work with Nottinghamshire Wildlife Trust (NWT) business support team to
 - Manage cashflow
 - Deliver monthly management accounts, including assessment of uninvoiced contracts
 - Deliver annual statutory accounts
 - Other company performance updates as required

Client management and development

- Lead the business to achieve and exceed client expectations
- Maximise existing client potential, including appropriate commercial tools and techniques
- Identify and secure new high value clients



- Think creatively about the growth and development of established and newly emerging markets to identify opportunities and develop innovative ways to maximise their potential PwP
- Communicate and position EMEC as a key service provider
- Ensure ongoing marketing and promotion of the business

Act as an ambassador

- Represent EMEC at events to build relationships and promote the business's services including developing partnerships with other consultancies and professions as necessary
- Working with NWT, utilise networks and relationships for mutual benefit
- Represent EMEC at the Association of Wildlife Trust Consultancies (AWTC) and develop AWTC partnerships.

Compliance and Governance

- Member of the EMEC Board
- Work with EMEC Board to develop / revise business strategy and to produce budgets and business plans.
- Ensure adherence to policies and standards
- Lead management system certification activities to ensure preparedness for regular audits, annual compliance visits and maintenance of necessary records.
- Overall responsibility for ensuring that EMEC meets its legal obligations with regard to GDPR and Data Protection
- Represent EMEC at NWT Group Human Resource and Health and Safety Working Group meetings
- 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
- Work with EMEC Board and external auditors to ensure that all company records are kept updated at Companies House
- Provide quarterly reports
 - to the EMEC Board
 - to the EMEC Chair to report to the NWT Board
- Participate as a member of NWT's Senior Leadership Team

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 may 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 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

Required skills and qualifications

- Experience in leadership of client & consultancy management and negotiations.
- Demonstrable experience in operational management leadership, backed by previous professional success.
- Proven competence in multiple operational activities including financial management, service delivery and people management.
- Strong people management skills, with experience of leading dispersed or multi-disciplinary teams and building a positive and accountable culture.
- Experience in managing / providing oversight for a portfolio of client projects.
- Confident communicator, able to build trust and credibility with internal and external stakeholders, including boards, partners and clients.
- Self-aware, adaptable and able to work independently while knowing when to seek input and alignment.
- Resilient and flexible individual able to work with limited direction or precedent to achieve business objectives and willing to undertake other duties appropriate to the post, as delegated by the Board.
- Holder of full driver's licence.

Preferred skills and qualifications

- Bachelor's degree (or equivalent) in business administration or related field and/or qualified by experience.
- Active interest in the work of Nottinghamshire Wildlife Trust or the wider nature conservation sector
- Strong working knowledge of environmental regulations and legal guidelines.
- Capacity to plan and manage operational processes for maximum efficiency and productivity.
- Experience of adapting operational structures and/or roles to support changing business demands.