**Job Description**

**Role title: Divisional Director**

**Reports to: Sector Director**

**Grade: Director**

**Sector: Water & Land Environmental Services - Ireland
Division: Ecology Ireland**

**Purpose / Scope of role**

A world class environmental consultancy, The APEM Group possesses a unique blend of high standard capabilities that allow the business to operate alongside large multidisciplinary consultants and for international corporations and governments; by maintaining trusted relationships with our clients and offering agile consulting solutions to solve complex challenges.

We are a high growth business, fuelled both organically and through acquisition, and becoming international. This role is part of the global APEM Group leadership team, building sustainable success through a high-performance culture, robust operations, applied market insight and progressive excellence.

The primary accountabilities for this role pertain to the efficient and effective operational delivery of services within the annual sector/divisional plan:

* Leading operational performance
* Developing and mobilising people around client projects underpinned by operational KPIs
* Driving commercial health and financial performance

**What success looks like in this role**

This is a role within a wider business leadership team, so Group-wide success will come from collaborating across the Director cohort to support our clients, unlock opportunities and bring to life our vision, mission, and strategic plan through Group cohesion. We aim to maintain the highest technical and ethical standards whilst providing our clients with independent advice and guidance to support government and environmental regulatory guidelines.

Success in this role would be reflected by sustainable growth of Woodrow and APEM Group annual revenue and service offerings across Ireland. This will require the leadership of a team of ambitious and highly trusted ecologists that is resilient, effectively resourced, and structured, to deliver projects and programmes of work against an aligned business strategy. Primary focus is on technical and operational excellence and the development of our people.

**Key Responsibilities**

**Operational Excellence**

* Lead all aspects of day-to-day operational management of the division to deliver the highest quality of service to clients, ensuring the optimisation of people and resources to client projects, including reviewing project pipeline and resource requirements.
* Responsible for a team that delivers multiple projects simultaneously, ensuring change control, reporting of issues and that client requirements and deadlines are met within allocated budget.
* Ensure commercial hygiene standards across projects and internal processes.
* Implement and maintain best practices to drive productivity within the division, including working with the APEM Legal and Financial teams to anticipate and mitigate risks around commercial or commercial terms.
* Draft initial budgets for review followed by input to budgeting, forecasting, and financial analysis, in partnership with the Sector Director and Finance Business Partner.

**Growth**

* Drive achievement of growth plans, in partnership with other Sector Leadership team members and Business Partners.
* Establish and maintain relevant strategic partnerships and alliances.
* Support the management and development of strategic accounts to develop trusted relationships and long-term customer lifetime value.
* Identify and deliver on opportunities to enhance quality of services to meet client expectations and create client value.
* Pro-actively maintain a full knowledge of the evolving capabilities across the Group to identify and capitalise on opportunities for cross-sell and cross-team collaboration.
* Partnering with Business Development Managers to enhance both organic and targeted business development and cross-sell capability and activity within the team.
* Lead technical inputs to the tendering process, working with APEM Tenders team.

**Building a High Performing culture**

* Lead the divisional leadership team inclusively and collaboratively, using feedback, coaching, and mentoring to drive performance and capability development.
* Actively lead large, multi-disciplinary teams through transparent communication, clear goal setting, prompt conflict resolution, empowerment of others through delegation and fostering a continuous learning and development culture.
* Be part of the development and delivery of long-term people plans to include employee engagement, behaviours, organisational design, succession planning, and skills development in partnership with the Sector Director and People Business Partner.
* Works collaboratively across the sector and group to optimise skills development, resource sharing, and high-performance outcomes. Acts as an advocate for APEM group.
* Whilst the primary people focus will be on longer term sustainable people plans, tactical or short-term plans will be required in response to emerging challenges or opportunities.
* Use data, insight, and calibration to underpin objective decision-making.

**Governance**

* Operate a learning approach to issues or near-misses, across a range of operational activities.
* Identify opportunities for operational cost optimisation.
* Ensure Quality, Health and Safety and all internal and external regulatory standards are maintained.
* Take reasonable care for the safety and wellbeing of yourself and others; make use of the tools, equipment, training, and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management.
* Complete mandated training and ensure its completion across your teams.
* Work with teams to integrate compliance into operational processes.

**General**

* Carry out any additional activities that may be reasonably required or requested.
* Maintain your knowledge of relevant industry and business updates.
* Role model professional and other expected behavioural standards.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Degree qualified in ecology or environmental field with strong technical skills.
* Excellent knowledge of Irish and EU environmental legislation and experience of successful project delivery against multiple consenting regimes.
* Excellent financial, analytical skills and communication abilities, both written and oral.
* Proven ability to deliver high quality environmental consultancy services within budget and to a high scientific / quality standard.
* Experience and a strong understanding of the dynamics of the Irish markets in which your ecology and specialist environmental service operates.
* Excellent stakeholder management skills working closely with Finance and People Business Partners, talent acquisition/recruitment, tenders, business development and the executive leadership team.
* Business acumen and ability to understand the commercial impact of operational decisions and levers to drive financial performance improvement throughout the project delivery cycle.
* Demonstratable agility to both drive and react to business change.
* Experience of a range of people and performance management activities.
* Proven capability of leading the performance and career development of team members, including willingness to share knowledge, coach, and mentor others.

**Desirable**

* Member of relevant chartered institution or professional body.
* Qualified at a post-graduate level in ecology or environmental field.
* Established network in the Irish environmental consultancy market and related clients.
* A solid understanding of general finance and budgeting including interpretation of a P&L.
* Experience in a high growth and high change environment including supporting the integration of acquired businesses.

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding, and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**