**Job Description**

**Role title: Divisional Director**

**Reports to: Sector Director**

**Grade: Director**

**Sector: Water
Divisional: Water Management**

**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 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.

Leadership will result in a team that is resourced and structured to deliver with resilience through work design and bench strength. Also, collectively ambitious, high trust and aligned around Divisional, Sector and Group Customer, People and Commercial goals.

**Key Responsibilities**

**Operational Excellence**

* Lead all aspects of day-to-day operational management of the division ensuring the optimisation of people and resources to client projects.
* Responsible for directing 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.

**Growth**

* Drive achievement of growth plans, in partnership with other Sector Leadership team members and Business Partners.
* Support the management of strategic accounts to develop trusted relationships and long-term customer lifetime value.
* Establish and maintain relevant strategic partnerships and alliances.
* 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.
* Support/input to budgeting, forecasting, and financial analysis, in partnership with the Sector Director and Finance Business Partner.
* 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 and coaching to drive performance and capability development.
* Actively manage 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. In leading a diverse group of people and expertise you can demonstrate the impact of effective leadership behaviours and people practice on business outcomes and retention of valued colleagues
* Be part of the development and delivery of long-term people plans to include employee engagement, behaviours, organisational design, succession planning, and skills building in partnership with the People Business Partner.
* You are an advocate for APEM group and build alliances internally and externally to leverage skills and expertise that enable high performance and people development.
* Whilst ensuring People Plans are primarily aligned with our long- term strategy and goals you demonstrate agility of thought and the ability to re-pivot or make tactical interventions if needed.
* 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 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**

* Excellent communication abilities, both written and oral
* Proven ability to deliver high quality consultancy services within budget and to a high scientific/ quality standard.
* Knowledge & experience of project delivery cycle including commercial aspects of project tendering and delivery.
* Experience and a strong understanding of the dynamics of the markets in which your specialist service operates.
* Excellent stakeholder management skills working closely with Finance and People Business Partners, recruitment, tenders, business development and the executive leadership team
* Business acumen and ability to understand commercial impact of operational decisions and levers to drive financial performance improvement
* 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 developing others.
* Experience in driving successful change initiatives through a team.

**Desirable**

* Member of relevant chartered institution or professional body.
* Qualified at a post-graduate level in relevant field.
* Established network in the market.
* Basic understanding and interpretation of a P&L.
* Experience in a high growth and of high change environment.
* Experience of 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.**