

JOB DESCRIPTION

Job title:	Senior Director (Commercial & Place)
Responsible to:	Head of Practice Area
Location:	Home-based, with travel to clients' sites when necessary
Employment type:	Permanent
Salary:	Starting at £90,000 pa
Weekly hours:	35hrs (full time)
Line management:	Line management responsibility for Directors

JOB PURPOSE

Senior Directors work across our Practice Areas and are responsible for overseeing the delivery of a major stream of business activity for Local Partnerships.

This senior role will provide leadership across commercial and place-based activity, supporting public sector clients to achieve value for money, manage long-term contractual arrangements and deliver sustainable outcomes for places and communities.

The role requires effective co-ordination and management of inter-dependencies including oversight of any risks and issues arising. Senior Directors identify, consider and resolve problems, so it is essential to have a strong knowledge of techniques needed for planning, monitoring and controlling programmes/projects, benefits identification and realisation, business change tools and management techniques - all within the timeframes, budgets and resources available.

The Senior Director is responsible for delivering the tactical and contractual elements of their projects; developing their areas of specialism; providing line leadership; successfully managing income and expenditure; managing time recording, utilisation and billing for projects within their responsibility; and ultimately, ensuring that clients are highly satisfied with the outcomes from the projects under their control.

The role is crucial for creating and maintaining focus, enthusiasm and momentum for the Practice Area. The Senior Director is responsible for the overall integrity and coherence of their team. They will develop and maintain the area to support each individual project within it.

Senior Directors will have to deal with and influence stakeholders as well as lead and manage multiple individuals and teams. The ability to understand and meet the different needs and perspectives of these diverse groups, while balancing strategic objectives and goals is critical.

Senior Directors may be based anywhere in the UK. They will need to travel to clients' offices across England and Wales and attend occasional in-person team or all-staff meetings.

PRINCIPAL ACTIVITIES

A Senior Director's general responsibilities include:

- Providing senior leadership and assurance on commercial and place-based activity, ensuring projects support value for money, effective risk management and long-term outcomes for public sector clients.
- Planning, designing and leading the work of the Practice Area and projects delivered within it, setting the team direction, proactively monitoring progress, resolving issues and initiating appropriate corrective action
- Developing strong client relationships to support delivery and identify areas for cross-referral and growth for Local Partnerships. Maintain relationships with relevant SROs in your business area
- Focusing inwardly on the internal consistency of the Practice Area, and outwardly on its coherence, interfaces with other programmes and corporate, technical and specialist standards
- Acting as budget holder, responsible for raising invoices, monitoring expenditure and costs against
- Ensuring projects/outputs and outcomes meet Local Partnerships' quality standards and customer expectations
- Ensuring each project is delivered efficiently, on time and within budget
- Managing third party contributions to the projects delivered within the Practice Area
- Managing communications with all stakeholders
- Tracking and managing risks to the Practice Area and offer solutions to mitigate these
- Reporting the progress of the Practice Area at regular intervals to the Head of Practice Area
- Contributing to the Business Plan, including both financial information and supporting financial and/or market analysis
- Working with the Head of Practice Area to support revenue growth
- Day-to-day line management, employee mentoring, coaching and development of Directors; overseeing and optimising overall team performance
- Identifying future skills shortages and supporting workforce planning to ensure capability is maintained.

PERSON SPECIFICATION

- Educated to a degree-level standard or equivalent experience, with professional qualifications appropriate to the role
- Experience of providing commercial or place-based advice within a local government or wider public sector environment.
- An understanding of the commercial, financial and place-based challenges facing public sector bodies, including long-term contractual and investment commitments.
- Self-starter with the ability to identify what requires doing and the enthusiasm to see tasks through
- A demonstrable track record of directing complex projects or programmes or substantial successful experience at a senior level in a management consultancy role
- Previous experience of managing high achieving and diverse project teams and an ability to recruit and develop new team members from within Local Partnerships and from the external market, where appropriate
- High level of financial skills including the ability to interpret and analyse complex financial and budgetary information, and present findings in a clear and concise fashion
- Ability to work as part of a team with a flexible approach in order to adapt to changing working requirements

- Excellent organisational skills, ability to deal with shifting priorities and able to prioritise work to meet deadlines
- Strong interpersonal skills, assurance in discussion and negotiation with high level decision-makers from political and non-political backgrounds, and the ability to act as an ambassador for Local Partnerships
- Ensuring projects meet Local Partnerships' quality standards, client expectations and Local Partnerships' financial targets
- A strong, confident decision maker with a proactive approach to problem solving
- High level skills in written and verbal communication in analysis and presentation of data and an eye for detail and accuracy
- A strong understanding of the public sector, the challenges facing it and of strategies for assisting public sector bodies
- Keeps up to date with specialist area trends and best practice
- Prioritises well and can manage a pressurised environment whilst working to tight deadlines
- Personal values and integrity compatible with operating with public sector clients, including a commitment to valuing diversity and challenging discrimination