

## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Assistant Director - Climate</b>
<b>Responsible to:</b>	Senior Director
<b>Location:</b>	Home-based, with travel to clients' sites when necessary
<b>Employment type:</b>	Permanent
<b>Salary:</b>	Starting at £45,000 pa
<b>Weekly hours</b>	35 (full time)

### **JOB PURPOSE**

Assistant Directors are responsible for supporting the successful delivery of activity within specific teams for Local Partnerships, ensuring that the objectives are clearly defined and achieved within the agreed time, cost and quality constraints. Likely to hold sector specific knowledge at a detailed level and be able to apply that knowledge to a variety of scenarios.

Assistant Directors may work on their own but will more often form part of a team of different specialists undertaking an assignment stretching over weeks or months, or occasionally years, for a client who will typically be a central government department or one or more councils.

Assistant Directors are assigned to a team within a Business Unit. Each team is led by a Senior Director. While every assignment is different, Assistant Directors typically bring their professional expertise and project management skills to bear on complex projects and problems and ensure the Local Partnerships' quality standards are met in completing the assignment on time and budget.

Assistant Directors will need to understand decision-making in the public sector, including the role of elected politicians, in addition to their professional expertise. Almost all assignments involve preparing reports containing complex written and analytical information for the client, so excellent communications skills are vital. Knowledge transfer to the client is a key part of the role.

Assistant Directors may be based anywhere in the UK. They will need to travel to Local Partnerships and clients' offices across England and Wales.

### **PRINCIPAL ACTIVITIES**

An Assistant Director's general responsibilities include:

- Supporting the delivery of workstreams and projects using professional expertise and maintaining strong and effective relationships with clients, either as part of a team, or independently
- Day to day management of activities within the project working at different levels with the project team, working within the project structure, organisation and delivery methodologies for each stage. Management of effective transitions between project phases
- Working with project leads and subject matter experts in the preparation of outputs and outcomes in line with the brief for the assignment, using tools to report complex written and analytical information to the client. This may include the production of business cases and other reports
- Preparing outputs and outcomes in line with project briefs and ensuring outputs meet

Local Partnerships' quality standards and customer expectations

- Working with the Business Unit Director/Senior Directors as appropriate to ensure each project is delivered efficiently, effectively, on time and within budget
- Establishing a reputation with clients and colleagues as a source of expertise to a team within a Business Unit. Assistant Directors may also be experts in a relevant field and thus provide key skills and knowledge to the whole Business Unit
- Manage relationships with clients and colleagues, establishing and maintaining strong communication channels and building trust, resilience and reputation in the project team
- Supporting business development goals for the Business Unit team, through seeking client feedback and identifying opportunities
- Contributing to the wider corporate success of Local Partnerships

### **PERSON SPECIFICATION**

- Educated to a degree standard or equivalent experience, with professional qualifications appropriate to the role
- Excellent stakeholder engagement and management skills including the ability to deliver solutions that meet collective needs and communicate in a variety of different ways
- Able to work as part of effective teams within organisational structures to deliver projects and commissions
- Able to assess the implications of interrelated issues and to make sensible judgements that balance with stakeholder priorities
- Experience of working on projects in a public sector environment with a track record of effective delivery with a sound understanding of the UK public sector and/or community focused third sector
- Personal values and integrity compatible with operating with public sector clients, including a commitment to valuing diversity and challenging discrimination
- Highly organised; works well individually and within a team
- Prioritises well and can manage a pressurised environment whilst working to tight deadlines

**From a specific Resource Efficiency and Waste Services perspective, we are looking for:**

- A member of a recognised professional body
- Experience and expertise in the delivery of Resource Efficiency and Waste programmes and projects, including understanding of the waste treatment and collection sectors, provider positions (in-house or outsourced)
- An understanding of relevant sector specific legislation and guidance
- Knowledge of waste treatment infrastructure in particular energy from waste, mechanical biological treatment, material recovery and anaerobic digestion
- Experience of working with waste flow and process flow models
- Knowledge of financial modelling would be advantageous, but not essential