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| Job Title | Associate Director |
| Business Unit | Advisory |
| Location | London |
| Reports to: | Managing Director |
| Purpose | * The Associate Director is responsible for assisting the named experts, delivering well researched, well structured, grammatically correct and fully cross-referenced draft reports
* This role requires extensive experience in one or more construction disciplines, sound leadership skills, and the ability to navigate and interpret complex dispute/project documentation effectively
* The Associate Director will ensure projects are delivered within budget, on time, and to the highest standards of quality and compliance
* Optimising utilisation and value creation for the Advisory business
* To develop into an expert witness in their own right
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| GeneralResponsibilities/Specific Duties: | A capable all-rounder who possesses a high degree of competence in most aspects of one or more construction disciplines. Well organised professional and project manager with considerable experience, excellent communication skills and the ability to integrate with and motivate staff. Capable of running small and medium sized disputes and manage project teams on larger disputes. Confident to liaise directly with clients and solicitors when directed to do so. Competent in the use of NEC, JCT and FIDIC standard forms and experienced in understanding/interpreting complex contract amendments and bespoke forms of contract.**Leadership and Management:*** Liaise, support and manage internal SOCOTEC expertise to support the production of competent project deliverables
* Nurture relationships from the expertise within the wider SOCOTEC group and provide mentorship, training and guidance to those temporarily seconded into our dispute delivery teams, and professional development opportunities to those who wish to consider developing into the expert witness arena
* Develop and implement strategies for the preparation cost estimates and the efficient cost and time management of expert witness appointments
* Foster a collaborative and high-performing team environment

**Stakeholder Management:*** + With the local team, your MD and the SOCOTEC Advisory BD team, develop strong relationships with solicitors by attending appropriate local events/seminars and meetings over a coffee or lunch
	+ Build and maintain strong relationships with clients, contractors, consultants, and other stakeholders
	+ Communicate effectively with all project stakeholders, ensuring clarity and transparency in all interactions
	+ Represent the organization in meetings, presentations and events

**Expert Appointment Delivery:*** + Depending on who is appointed as ‘the expert’ and the size / complexity of the dispute:
		- Lead the delivery of the project requirements, liaise with legal counsel as required and, where necessary, give opinion evidence in mediations, adjudications, arbitrations and/or litigation proceedings; or
		- Assist the expert to deliver the project requirements; or
		- Manage the expert team, as directed by the expert, to deliver the project requirements
	+ Provide technical expertise to run all types of appointments, using problem solving skills to analyse and mitigate risk
	+ Develop and implement effective dispute resolution strategies and processes

**Site Investigation:*** + Attend site when requested, to carry out thorough survey/investigation of areas of construction as directed
	+ Prepare investigation Method Statements, if required, or liaise with senior site staff on live sites to align with the existing site procedures/requirements
	+ Carry out small opening-up works as necessary and/or arrange for others to undertake opening-up and repair works

**Compliance and Risk Management:*** + Ensure all activities comply with relevant regulations, standards, and best practices
	+ Identify and mitigate risks associated with cost and time management
	+ Monitor industry trends and developments to ensure the organization remains at the forefront of best practice
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| Qualifications | * Bachelor’s degree in an appropriate construction discipline
* A minimum of 10 years of experience in relevant employment, with at least 5 years in a leadership role
* Extensive experience in contract administration within the construction industry
* Strong knowledge of design procedures, construction mythologies and construction contracts
* Proven track record of successfully leading and developing high-performing teams
* Excellent negotiation, communication, and interpersonal skills
* Strong analytical and problem-solving abilities
* Ability to work under pressure and manage multiple priorities effectively
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| Competencies | * Leadership and team management
* Construction compliance requirements
* Contractual knowledge and administration
* Dispute resolution and negotiation
* Communication and interpersonal skills
* Analytical thinking and problem solving
* Stakeholder management
* Compliance and risk management
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| Mandatory Training(paid by the company) | * SOCOTEC Online Health & Safety Training modules
* SOCOTEC Online HR Policies Awareness modules
* CSCS Site Visitor’s Accreditation

And others, as project circumstances dictate, such as:* Working at Heights and/or Harness Training
* Provision and Use of Work Equipment Regulations Training
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