

Job Title: Divisional Director / Business Unit Lead
– Planning, Communities and Engagement

Salary: Negotiable / Competitive

Location: Negotiable

Role Type: Full-Time Permanent

About the business - The Temple Group is one of the UK's leading independent infrastructure and property consultancies, specialising in environment, ecology, planning and sustainability. Working with our clients, and with a team comprising many recognised industry leaders, we work on many exciting, complex, challenging and globally relevant projects, programmes and schemes and are proud of our many and varied achievements. We provide a bespoke professional service to clients so that they can make the right decisions and achieve the best outcomes, and we do this by leveraging our experience and breadth of skills alongside our insights, commitment, and ethical approach.

Our current work portfolio includes: technical support to clients in the private and public sectors, at local and national levels and in the UK and overseas; Environmental Impact Assessments (EIA) and other support for HS2, Crossrail 2, iconic property developments and large regeneration schemes; support to construction activities, including the London Underground Northern Line Extension, HS2 and Thames Tideway Tunnel; a wide range of bespoke planning and environmental assessments – everything from air quality

monitoring and Environmental Statement reviews, through to expert witness support in relation to aviation noise.

For further details on the three businesses that make-up The Temple Group see:

- Temple - www.templegroup.co.uk ;
- Ecology Consultancy - www.ecologyconsultancy.co.uk ;
- Arbeco - www.arbeco.co.uk .

The Challenge - In the face of seismic political, economic, societal and environmental uncertainty and opportunity, we see the 2020s as a decisive decade for realising positive global environmental and social change. Our five-year 2025 Business Strategy responds to this through a new vision to realise an improved quality of life for all, a commitment to creating a new one business structure that is fit for future markets and a business, technology and staff training, development and investment programme that will set us apart from our competitors.

Our 2025 Business Strategy is transformational and our most ambitious to date with significant growth plans over the next few years. Core to its

delivery and success is ensuring we continue to deliver a highly valued and differentiated service offering, based on the strength of our relationships with our clients and partners, and the value we can bring to them through the depth of our understanding, insight and technical excellence.

The Opportunity - We are looking for an inspirational leader to lead and grow our Planning, Communities and Stakeholder Engagement team. This is a fantastic opportunity for anyone looking for a new and demanding challenge. Where they will have the authority, ownership and support to drive real-change and improvement at the team, divisional and business level.

This role would suit those who want to work in an ethical and aspirational business, who want to make a positive and meaningful difference and enjoy working in a dynamic, friendly and rewarding environment.

The successful individual will be based in one of our seven offices throughout the UK (London, Manchester, Wakefield, Litchfield, Norwich, Haywards Heath or Lewes) with some opportunity of remote working.

Our Requirements - This is a senior role and would suit an industry recognised Chartered Professional, who has significant experience growing and developing similar teams and who have a strong track record in winning and delivering work, desirably with expert witness experience.

We would expect you to have a technical specialism in one or more of the following: Town Planning / Urban Design; Economics /

Environmental Economics; and Consultation / Engagement.

Educated to degree level or equivalent, preferably with an MBA or equivalent, and with a minimum of 15 years industry experience, we believe an individual with a strong property sector background would be a good fit with the existing team and our clients.

You should have proven people leadership and team management skills and good commercial awareness. You should be outstanding in winning work and providing exceptional client service. You should have excellent written and verbal communication skills and good time management, organisational, decision-making and delegation skills.

For further details on the role and responsibilities please see the below-attached job description.

Deadline - We particularly welcome applicants from those who are significantly underrepresented in our sector, such as women, disabled people and individuals from Black and Minority ethnic communities.

Applications close on 18th January 2021.

If you are interested in this role, please send a covering letter to recruitment@templegroup.co.uk, stating your current salary, the role/position/grade you are applying for. Please also attach a copy of your latest full CV.

JOB DESCRIPTION

JOB TITLE: Divisional Director

REPORTS TO: Managing Director

DIRECT REPORTS: Business Unit (Team) Leads (within their Division)

1. Role Description:

The role of Divisional Director / Lead is to provide senior leadership across Temple Group working closely with other Divisional Directors / Leads to help the business achieve its goals and objectives as identified by the Main Board. This includes a key role in influencing the direction of the business and identifying business priorities and working with the Main Board to agree and set the strategy for the Division and its Business Units. They will also work collaboratively with others to leverage cross-selling business opportunities and provide/promote technical leadership and secure awards to enhance the profile and reputation of The Temple Group. To become the external face of The Temple Group on occasion and be a positive force in this respect.

The Divisional Director / Lead will be responsible for delivering a unified culture as well as an effective, integrated and well-motivated divisional team. They will provide leadership on the values and behaviour aligned to being a leading Ethical and Sustainable business.

The role also includes having responsibility for leading and managing the Division and its Business Units and having ultimate responsibility for the Divisions performance against the annual business plan targets with the aim of achieving meaningful growth and high performance within the component Business Units. They will be a standing member of the Operations Board and be responsible for day to day divisional operation, performance and success.

The Divisional Director / Lead role will include but not be limited to:

- (i) Taking an active role in promoting the success of the whole business internally and externally
- (ii) Supporting a positive culture and exemplifying the values and behaviours of the one business
- (iii) Ensuring compliance with all policy, process, systems and procedures and leading on their adoption and providing prompt feedback and building on lessons learnt to drive continual improvement
- (iv) Collaboratively working with other divisions, regional, sector, support service and business unit leads to achieve divisional and The Temple Group business plan goals
- (v) Leading and managing the successful performance and growth of a division including the identification and management of risk and opportunities
- (vi) Communicating any significant concerns, needs and requirements of the Division in a timely manner to the Operations and Main Board as relevant.
- (vii) Taking responsibility for winning work, leading on Division (and contributing to companywide) significant bid activity, and key account and framework management.
- (viii) Working closely with the marketing team on promoting the business, marketing collateral and other marketing initiatives as required.
- (ix) Taking responsibility for delivery of profitable work.

- (x) Promoting collaborative working within the Division and with other Divisions.
- (xi) Developing and implementing a strategic plan for the Division.
- (xii) Coordinating Business Unit business planning, within the Division, to produce divisional budgets.
- (xiii) Managing, monitoring and reporting the performance, by Business Unit, of the Division against business plan, specific targets and KPIs
- (xiv) Representing the needs of the Division's Business Units at the Operations Board
- (xv) Ensuring the quality, quantity and availability of resources match the needs of the Division and the business
- (xvi) Prioritising their role and performance as a Divisional Director / Lead.
- (xvii) Health and Safety responsibilities in line with Business policy and procedures.
- (xviii) Undertaking special assignments from the Main Board or Operations Board, as they may arise from time to time.
- (xix) Undertaking any other tasks as deemed commensurate with this role.

2. Technical Responsibilities:

- (i) To provide leadership on the need for technical excellence.
- (ii) To encourage and promote active engagement in professional institutes/organisations as relevant.
- (iii) To establish a framework in line with policy and processes to ensure sufficient attention and resources are available across the Division to assure and control the high technical quality of all work undertaken and/or all deliverables.

3. Committee / Other memberships:

- (i) Member of Operations Board.
- (ii) Member of the Senior Leadership Network.
- (iii) Additional to be agreed on a case by case basis.

4. Person specification:

- (i) Proven people leadership and team management skills.
- (ii) Confidence and maturity to work with senior executives.
- (iii) Good commercial awareness.
- (iv) A high degree of emotional intelligence.
- (v) Ability to structure and manage intensive workloads.
- (vi) Proven in winning work and exceptional client service.
- (vii) Exceptional written and verbal communication skills.
- (viii) Excellent time management, organisational, decision-making and delegation skills.

5. Requirements:

- (i) Proven experience in a senior leadership role and running a team and/or division.
- (ii) Educated to degree level or equivalent.
- (iii) A minimum of 15 years industry experience.
- (iv) MBA or equivalent management qualification (desirable).

6. Performance Targets:

- (i) To achieve growth targets for the Division and other KPI targets (as identified in the Business Plan).
- (ii) To diversify the service and business portfolio in line with the Company's overall strategy. Such growth must have regard to our mission statement and core values.
- (iii) Ensuring reports and other deliverables to the Operations Board (and Main Board as relevant) are timely.