



## **ASSOCIATE DIRECTOR / DIRECTOR (SOCIOECONOMICS) PERSON SPECIFICATION**

### **SECTION 1**

**Job title:** Associate Director / Director (Socio-Economics)

**Department:** Economics

### **SECTION 2: SELECTION CRITERIA**

#### **Relevant Experience:**

A minimum of 5 years post qualification experience in a consultancy or public sector environment or closely related professional field (Real Estate, Planning, Economics or Economic Development)

#### **Education and Training/Qualification:**

Graduate (Required) or Postgraduate (Preferred) qualification in one of the following disciplines:

- Mathematics
- Economics
- Real Estate
- Geography
- Surveying
- Social research

Ideally membership of a relevant professional body such as the RPTI, RICS or IED; or strong track-record of undertaking socio-economic research.

A-level qualification or equivalent in mathematics, economics or a science preferred.

#### **Personal skills, abilities and competencies**

- Understanding of the UK planning system (essential);
- Insight and experience of a range of socioeconomic commissions, typically relating to development and/or infrastructure planning, including Health Impact Assessment, Equalities Impact Assessment, Social Infrastructure Audit, Social Value, Economic Impact Assessment and relevant social, economic and health work for Environmental impact Assessment (*Essential*);

- Project management experience, including managing multiple projects concurrently across a range of geographies and scales (Essential);
- Ability to manage, support and develop junior staff (Essential);
- Ability to grow and develop a network of contacts internally and externally to drive business grow (Essential);
- Excellent written and verbal communication skills including being able to draft documents independently, communicate well across all levels of the organisation and externally (Essential);
- Ability to conduct independent research on a range of topics and can determine suitability, validity and accuracy of data provided by different sources (Essential);
- Critical thinker, able to utilise various types of data, work outside templates and assimilate qualitative and quantitative evidence (Essential);
- Proven track record in undertaking stakeholder engagement exercises to inform research and policy development (Essential);
- Ability to independently write high quality consultancy reports (Essential);
- Ability to critically review work undertaken by junior staff in accordance with established QA procedures and draw out key themes and issues (Essential);
- Methodical, accurate and have excellent attention to detail including accurate data entry skills and written English (Essential);
- Time management: Thrives under pressure and able to adhere to strict deadlines (Essential);
- Team Player (Essential); and
- Public speaking and presentation skills (Essential)
- Experience of the DCO / Nationally Significant Infrastructure Project process in relation to socioeconomic matters (preferable);
- Excellent knowledge of Microsoft Office Package, in particular Excel to analyse statistical data (Essential) and modelling (preferred);

**Work related circumstances or other special requirements** (e.g. work permits, visas, ability to travel, flexible working, etc).

- Right to work in UK for at least 2 continuous years;
- Occasional work and attendance at client presentations and other meetings outside normal working hours;
- Willingness to travel where necessary to client meetings, which can be at locations across UK;
- A full driving licence or other means of visiting sites in a timely and responsive manner.

### **SECTION 3: SOURCES OF EVIDENCE**

*References, tests, certificates, evidence of previous reports etc.*



## **JOB DESCRIPTION: ASSOCIATE DIRECTOR/DIRECTOR (SOCIOECONOMICS)**

### **SECTION 1: ROLE PROFILING**

**Job title:** Associate Director / Director (depending on experience and new business generation track record)

**Department:** Economics

**Job purpose:** To support the successful management and delivery of profitable socio-economic projects and growth of this as a workstream

**Contract duration:** Permanent

**Reports to:** Director

**Current Base (location):** London office (Farringdon). Flexible working arrangements available

### **SECTION 2: ACCOUNTABILITIES and RESPONSIBILITIES**

The role is to:

- Manage and deliver a range in both type and scale of socioeconomic commissions, typically relating to development and infrastructure planning, including Health Impact Assessment, Equalities Impact Assessment, Social Infrastructure Audit, Social Value Assessments, Economic Impact Assessment and relevant social, economic and health work as part of Environmental Impact Assessments, including for Nationally Significant Infrastructure Projects.
- Manage other staff (including more junior roles) as appropriate and support successful growth of the team, alongside staff development and team building initiatives.
- Support the Team Directors in building up the team whilst liaising and cultivating good relationships with clients and fellow professionals/colleagues;
- Acting as a go-to contact internally for socio-economic instructions, building an internal network and strong working relationships with other staff and teams within the company to facilitate cross-selling;

- Work with (other)Team Directors in preparing, updating and delivering the team's Business Plan;
- Lead on/work with others on marketing, bids and fee proposals to secure work and drive business development whilst aiming to create joint business development opportunities. Draw up, present and negotiate competitive proposals;
- Attend external events and B2B sessions to develop contacts/network and identify business opportunities.
- Proactively input to team and project financials including but not exclusive to forecasting, invoicing, review of project profitability, credit control, etc and ensure profitable project delivery in accordance with the business targets;
- Lead, manage and deliver profitable projects with support from others (as appropriate to role). Work with others internally to develop opportunities for use of automation and AI to support efficiencies and profitability;
- [At Director level], be capable of and be prepared to act as 'expert witness' representing client interests where necessary;
- Bring considerable experience and an identified skill set to the role whilst maintaining an awareness of market conditions and the impact of government policies;
- Keep informed about relevant changes to policy and practice and disseminate within team and to other staff.

### **SECTION 3: GENERAL RESPONSIBILITIES**

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)