# **Job title:** Group Manager (Equipment, Technology and Innovation)

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| Main purpose |
| This role will have overarching responsibility for the design and production teams based in Manchester and Wallingford. ET&I develops various mechanical, engineering ad control elements systems such as wave generation systems, passive absorbers, force measuring instrumentation, carriages, cavitations tunnels, general data acquisition instrumentation and remote platforms.  Responsible for P&L of the Equipment Technology and Innovation trading group and for future expansion of our Equipment Sales business to allow it to foster, develop and capitalise new, innovative technologies within the framework of the Company’s Strategy.  Responsible for staff and facilities and for enhancing and modernising the techniques employed, increasing focus on instrument innovation across the entire water sector.  Responsible for operational delivery of ET&I services/products, including:   * Delivery consistent with IMS * Optimal financial returns and effective financial control * Effective resolution of commercial/contractual issues during work winning and delivery * Supply chain management * Staff engagement * Staff development * Optimal/flexible resource (staff, IT and other) planning and allocation * Effective input into bidding process |

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| Main duties |
| **Group Management**   * Accountable for delivery of group budget within the Company budget * Responsible for business planning for the group with P&L * Undertake the preparation of ET&I business plan through effective communication with Operations Director, Chief Finance Officer and BD Director * Ensure quarterly review of business plan (and reforecast as necessary) * Appropriate resources management to projects/proposals and other activities with the requisite technical and/or management/administration skills * Staff engagement and development including Career Conversations, mentoring, training, welfare and development needs within the group * Effective and timely articulation of operational requirements on corporate resources, eg Personnel and L&D, IT, Finance etc.   **Project Delivery**   * Accountable for technical and financial performance of all projects within group * Strategic project director/ management roles as appropriate taking on client facing technical and commercial role.   **BD and bidding**   * Support Business development effort to provide staff resource and suitable material as and when required * Ensure regular review of pipelines and required actions to secure work to the required level * Responsible for commercial and technical content, timely preparation and submission of group proposals.   **Innovation and Leadership**   * Input into 5 year strategy review and update * Co-ordination with senior technical staff across HR Wallingford business to ensure emerging R&D needs are met * Balancing of resources to deliver on budgeted P&L and delivery of ET&I research and development commitments * Explore and, if appropriate, develop the case for a manufacturing centre whilst ensuring optimal development and operations across two sites * Support and address liaison with national and international research agencies and private sector investment, identifying and where appropriate securing greater partnership * Assess opportunities for HR Wallingford to invest in innovation start-ups. |

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| Job specific duties |
| * Line management as necessary and appropriate according to functional structure of the group. * Monthly group reports – against financial and other KPIs – weekly BD and Operations summary. * Responsible for QHSE and ensuring adherence to Company HSE and QA procedures. * Continual review and improvement of quality procedures as they relate to operations |

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| Group | ET&I |
| Reports to | Operations Director |
| Responsible for |  |
| Date agreed |  |