

## JOB DESCRIPTION

### Commercial Lead Consultancy



<b>Date:</b>	May 2021
<b>Work Area:</b>	Consultancy
<b>Based at:</b>	Mid Wales Office, Machynlleth
<b>Contract Term:</b>	Permanent
<b>Hours per week:</b>	30 hours per week
<b>Responsible to:</b>	Managing Director
<b>Responsible for:</b>	
<b>Liaises closely with:</b>	Senior Management Team, Board of Directors, Sales and Finance
<b>Pay Band and Scale:</b>	Level 5 Commercial Job Family £55,252.89
<b>Job Purpose:</b>	Responsible for developing strategy and executing the business plan. In addition the role is accountable for the financial performance, profitability and all other aspects of the business area.
<b>Job Outline:</b>	This includes, but is not limited to, strategy development, operational and financial management, ownership of key client relationships, planning and development of systems and procedures to improve efficiency together with line management of dedicated staff.
<b>Key Accountabilities:</b>	
<b>Planning and Organisation:</b>	<ul style="list-style-type: none"><li>• To develop strategy, direction and business planning.</li><li>• To prepare annual budget and objectives in collaboration with Sales team.</li><li>• To achieve and deliver business as defined within strategy and targets.</li><li>• To proactively set, manage and monitor all forecasts.</li><li>• To set KPIs and objectives for all aspects of performance such as financial, quality and people.</li><li>• To undertake resource planning and management to achieve effective utilisation and productivity.</li><li>• To maintain oversight of project planning and delivery.</li></ul>
<b>Financial:</b>	<ul style="list-style-type: none"><li>• To forecast, monitor and report financial information – owning net profit for business area</li><li>• To ensure financial data is prepared and delivered on time as required by Company practice and procedure</li><li>• To work with finance team to ensure the availability of accurate and appropriate financial reports</li></ul>

**Relationship Management:**

- To maintain awareness of and respond to market opportunities and threats in liaison with the Sales team.
- To work closely with the Business Development Manager to maintain the sales pipeline.
- To ensure business opportunities and clients are developed and key client relationships are managed
- To ensure contracts with clients and suppliers are robust, applicable and current
- To ensure client needs and expectations are met resulting in excellent customer satisfaction.

**Sales**

- To lead on the submission of complex tenders and quotes for planning, EIA and technical consultancy,
- To undertake sales activity with existing and potential clients as required in order to secure work for delivery by the team.

**Quality**

- To peer review technical consultancy work by team members to ensure accuracy and quality of work delivered to clients,
- To mentor individuals within the team to ensure knowledge and experience is continuously improved.

**Risk Management:**

- To lead on all aspect of risk management
- To ensure that the risk management is up to date and relevant

**General:**

- To ensure that Company Health, Safety, Quality and Environment policies are implemented and applied across the business area.
- To champion continuous improvement as well as fostering innovative working and development initiatives.
- To promote standards of practice, behaviour and performance in line with Company purpose and values.
- To take on any other responsibilities or tasks within the employee's skills and abilities whenever reasonably instructed.

**Person Specification:****Essential Criteria****Leadership  
(reflecting Dulas  
Values)**

Demonstrable ability and experience of promoting a positive ethos, acting as a role model of positive attributes.

An ability and experience of leading through competing business needs, addressing and resolving the contradictory interests of two or more parties.

Experience of communicating a collective vision and exhibiting and promoting shared values.

Experienced and with the ability to communicate in a way that involves accurate, honest and open information.

**Written  
communication**

Excellent written skills, especially in the preparation of reports and electronic correspondence.

**Verbal  
Communication**

Excellent verbal communication skills – fluent in English and able to communicate complex information and respond to questioning.

**Numeracy**

Highly numerate, including ability to prepare and interpret financial data.

**Department working**

Excellent department working skills - ability to lead, manage, facilitate, consult and participate comfortably, confidently and as appropriate to the situation.

**Motivation and time  
management**

Self motivated, able to work autonomously and manage own and other's time effectively.

**Other management**

Extensive relevant experience including experience in sales/marketing/managerial/strategic/commercially responsible role.  
Strong understanding of market dynamics and requirements.  
Knowledge of office processes, procedures and technology.  
Extensive experience of management of costs, quality and time with budgets in excess of £100k.  
Experience in supervising project and department activities.  
Ability to read, interpret and analyse accounting and financial reports.  
A strong commitment to customer service.  
Decision making ability and a sense of responsibility.

**Professional  
Qualifications**

Degree or equivalent qualification and experience within a consultancy field such as planning, EIA or technical discipline.

**Technical Skills &  
Experience**

High degree of numeracy and literacy  
Proven skills in organisational management, analytical skills for finance, stock management  
Have a good working knowledge of the renewable energy market

**IT**

High level Excel  
High level Word  
Access user  
Outlook user  
PowerPoint user

**Desirable Criteria****Professional  
Qualifications**

Recognised diploma or higher in Business Administration or similar

**Technical Skills &  
Experience**

Technical knowledge of renewable energy systems  
Recognised project management qualification – Prince2 or equivalent  
High level Sage

**Document History**

Revision	Created/revised by	Checked by	Issue date
A	SC	RC	18.05.2021

