

JOB DESCRIPTION

Head of Refrigeration



Date:	May 2021
Work Area:	Dulas Solar International and Polestar Manufacturing
Based at:	Remote with frequent travel to offices in Mid Wales and Bognor
Contract Term:	Permanent
Hours per week:	38 hours
Responsible to:	Managing Director
Responsible for:	Dulas Solar International and Polestar Manufacturing
Liaises closely with:	Senior Management Team, Board of Directors, Sales and Finance
Pay Band and Scale:	Level 6 Commercial Job Family - £66,106.14 per annum
Job Purpose:	This role is accountable for the financial performance, profitability and all other aspects of the business area including line management, business development and successful execution of the Refrigeration business plan.
Job Outline:	This includes, but is not limited to contributing to strategy development, operational and financial management responsibility, ownership of key client relationships, planning and development of systems and procedures to improve efficiency together with line management of dedicated staff.
Key Accountabilities:	
Planning and Organisation:	<ul style="list-style-type: none">• To develop strategy, direction and business planning.• To prepare annual budget and objectives in collaboration with Sales team.• To achieve and deliver business as defined within strategy and targets.• To proactively set, manage and monitor all forecasts.• To set KPIs and objectives for all aspects of performance such as financial, quality and people.• To undertake resource planning and management to achieve effective utilisation and productivity.• To maintain oversight of project planning and delivery.
Financial:	<ul style="list-style-type: none">• To forecast, monitor and report financial information – owning net profit for business area• To ensure financial data is prepared and delivered on time as required by Company practice and procedure• To work with finance team to ensure the availability of accurate and appropriate financial reports

Relationship Management:	<ul style="list-style-type: none"> • To maintain awareness of and respond to market opportunities and threats in liaison with the Sales team. • To work closely with the Sales team 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.
Business Development:	<ul style="list-style-type: none"> • To create, develop and exploit commercial opportunities to secure income for the Refrigeration business through existing and potential clients for the purpose of targeting, initiating and developing business opportunities and relationships. • To identify new market opportunities, leading on the construction of robust and successful business proposals for Board approval for the purpose of securing new deals, contracts and long term relationships. • To ensure that the Board of Directors are constantly informed of commercial activity, market plans and the status and trends of business developments. • To produce market intelligence to inform Board led strategies for achieving commercial opportunities as well as minimising risks.
Risk Management:	<ul style="list-style-type: none"> • To lead on all aspect of risk management • To ensure that the risk management is up to date and relevant
General:	<ul style="list-style-type: none"> • 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)	<p>Demonstrable ability and experience of promoting a positive ethos, acting as a role model of positive attributes.</p> <p>An ability and experience of leading through competing business needs, addressing and resolving the contradictory interests of two or more parties.</p> <p>Experience of communicating a collective vision and exhibiting and promoting shared values.</p> <p>Experienced and with the ability to communicate in a way that involves accurate, honest and open information.</p>
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.
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
B			
C			