

## 1. Responsibilities of the Role

Managers report directly to a Senior Manager, Director or the Senior Management Team (SMT). Managers play a key role in delivering projects for our clients, and also lead and supervise multiple internal workstreams to improve Deecon's performance. This is a wide-ranging role that involves working across multiple projects in a variety of industries in the Construction and Infrastructure sector.

The key responsibilities of this role are:

- Setting the strategic direction for multiple projects with the oversight of a Senior Manager, Director or SMT
- Leading major projects, working collaboratively with all members of the team
- Accountability for managing the profit and loss account for specific projects
- Accountability for directly managing senior stakeholders within client organisations during projects and retaining relationships to drive business development
- Identify additional business development opportunities within specific engagements and beyond
- Managing a team of Senior Consultants, Consultants, and Business Analysts on specific client projects
- Developing team members, providing coaching and mentoring including delivering company-wide training sessions on specific topics
- Encouraging the continued development of a positive, high-performing culture
- Directly managing multiple internal Deecon Consulting workstream projects
- Advising other members of the Deecon team on internal workstream projects
- Directing market research, interviews, and desktop research to develop knowledge of relevant sectors and for specific projects to influence our project strategies
- Deciding what data analysis is required and quality assuring data analysis to provide valuable data-driven insight based on project strategy
- Directing the production of and quality assuring reports using Microsoft Word, Excel and PowerPoint
- Presenting entire project updates, reports, and strategies to clients including to their senior leadership team
- Developing an expert level of knowledge of Deecon's services and sectors
- Supervising the creation of bid proposals, working closely with the Senior Management Team
- Identifying and contributing to business development opportunities and strategies
- Directly supervising Senior Consultants, Consultants and Business Analysts
- Leading the Personal Development Review process for selected Senior Consultants, Consultants and Business Analysts and providing feedback to the SMT
- Challenging existing ways of working and technologies and developing new ways of working to drive continuous improvement

## 2. Criteria for the Role

The key criteria for a Manager at Deecon are to embrace our values and strive to deliver innovative solutions to our clients. We look for the following during the recruitment process:

- Experience in project management

## Manager Job Description

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- Proven success in managerial positions and leading multiple projects
- Demonstrable people management skills
- Demonstrable experience in leading business development initiatives
- Strong communicator with excellent written and verbal English
- Ability to make decisions in a fast-paced environment
- Demonstrable stakeholder management skills, including mid and senior-level stakeholders
- Highly skilled in delivering clear and effective presentations including to senior stakeholders
- Experience in the training and development of team members
- Highly-developed analytical skills and experience of leading teams to solve complex problems
- The ability to communicate with people from various backgrounds
- The ability to work collaboratively at all levels in Deecon and client organisations
- Expertise in Microsoft Office suite

Prior experience in either our key sectors, management consultancy or our key service lines is desirable but not essential.

### **3. Salary and Benefits**

The salary ranges from £50,000+ and is dependent upon experience. Deecon Consulting is committed to the development of its staff and provides on-the-job learning and access to a wide range of online training courses.