

Job Description/Opportunity	
Job Title	Operations / Programme Manager
Location	Office-based at our Head Office in Basingstoke, Hampshire, UK
Tenure	Permanent, Full time
Package	Competitive basic plus pension, commission and profit share, 22 days pro rata leave plus benefits
Objective	<ol style="list-style-type: none"> 1. Be responsible for the overall delivery of technical consultancy programme 2. Plan resource needs & manage them for technical programme 3. Be responsible for operational metrics (to cost, quality & time) and communications with top team 4. Be a stakeholder to the development team 5. Champions efficiency continuous improvement 6. Supports completion of all activities to ISO 9001 and 14001 requirements
Key Tasks	<p>The opportunity here is to join a world leading environmental team with a globally recognized brand, that delivers climate change solutions and reduces carbon emissions. The role is around resource planning of individual projects between a team of Environmental Consultants. Specifically, the key elements of this job include:</p> <ul style="list-style-type: none"> • Manage technical consultancy – to ensure the delivery (to cost, quality & time) of all consultancy-based client projects (in excess of 100 live projects) • Manage technical resource – ensure that all projects are adequately and appropriately resourced at all times. Develop resource plans for work pipeline and liaise with top team on these (including needs for recruitment). • Reporting & Communication – Reports regularly to top team on core operational KPIs, develop content and execute content for web (including use of Content Management Systems) and social media • Business development – contributes ideas into/contributes into the business development team • Efficiency Improvement – works on continuously improving efficiencies within the technical consultancy team.
Candidate Requirements	
Profile	<p>Personal Qualities</p> <ul style="list-style-type: none"> • Self Starter • Highly driven • Ability to challenge the ‘status quo’ and stand up against entrenched thinking/silo working • Bold communication skills – you should be able to communicate with project team members and top team alike • Ability to manage change, whilst commanding respect of broad teams • Tenacious Team player
Qualifications & Experience	
Skills / Knowledge	<ul style="list-style-type: none"> • You will ideally have a background in either programme/operational management and/or business consultancy.

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| | <ul style="list-style-type: none">• Graduate education with 10 years' experience• A knowledge of the subject of climate change/ greenhouse gas emissions is useful, but training will be given.• Analytical skills to develop& scrutinise quantitative information – must be strong in MS Excel and ideally have used Power BI tools.• Worked previously to ISO9001 and ISO14001• Excellent F2F communication skills |
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Please apply with your CV to wendy.buckley@carbonfootprint.com (no agencies please).