



# TEMPLE

LEADERS IN ENVIRONMENT,  
PLANNING & SUSTAINABILITY.

## JOB DESCRIPTION

**JOB TITLE:** Divisional Director

**REPORTS TO:** Managing Director

**DIRECT REPORTS:** Business Unit (Team) Leads (within their Division)

### 1. Role Description:

- 1.1 The role of Divisional Director / Lead is to provide senior leadership across Temple Group working closely with other Divisional Directors / Leads to help the business achieve its goals and objectives as identified by the Main Board. This includes a key role in influencing the direction of the business and identifying business priorities and working with the Main Board to agree and set the strategy for the Division and its Business Units. They will also work collaboratively with others to leverage cross-selling business opportunities and provide/promote technical leadership and secure awards to enhance the profile and reputation of The Temple Group. To become the external face of The Temple Group on occasion and be a positive force in this respect.
- 1.2 The Divisional Director / Lead will be responsible for delivering a unified culture as well as an effective, integrated and well-motivated divisional team. They will provide leadership on the values and behaviour aligned to being a leading Ethical and Sustainable business.
- 1.3 The role also includes having responsibility for leading and managing the Division and its Business Units and having ultimate responsibility for the Divisions performance against the annual business plan targets with the aim of achieving meaningful growth and high performance within the component Business Units. They will be a standing member of the Operations Board and be responsible for day to day divisional operation, performance and success.

### The Divisional Director / Lead role will include but not be limited to:

- (i) Taking an active role in promoting the success of the whole business internally and externally
- (ii) Supporting a positive culture and exemplifying the values and behaviours of the one business
- (iii) Ensuring compliance with all policy, process, systems and procedures and leading on their adoption and providing prompt feedback and building on lessons learnt to drive continual improvement
- (iv) Collaboratively working with other divisions, regional, sector, support service and business unit leads to achieve divisional and The Temple Group business plan goals
- (v) Leading and managing the successful performance and growth of a division including the identification and management of risk and opportunities
- (vi) Communicating any significant concerns, needs and requirements of the



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Division in a timely manner to the Operations and Main Board as relevant.

- (vii) Taking responsibility for winning work, leading on Division (and contributing to companywide) significant bid activity, and key account and framework management.
- (viii) Working closely with the marketing team on promoting the business, marketing collateral and other marketing initiatives as required.
- (ix) Taking responsibility for delivery of profitable work.
- (x) Promoting collaborative working within the Division and with other Divisions.
- (xi) Developing and implementing a strategic plan for the Division.
- (xii) Coordinating Business Unit business planning, within the Division, to produce divisional budgets.
- (xiii) Managing, monitoring and reporting the performance, by Business Unit, of the Division against business plan, specific targets and KPIs
- (xiv) Representing the needs of the Division's Business Units at the Operations Board
- (xv) Ensuring the quality, quantity and availability of resources match the needs of the Division and the business
- (xvi) Prioritising their role and performance as a Divisional Director / Lead.
- (xvii) Health and Safety responsibilities in line with Business policy and procedures.
- (xviii) Undertaking special assignments from the Main Board or Operations Board, as they may arise from time to time.
- (xix) Undertaking any other tasks as deemed commensurate with this role.

## **2. Technical Responsibilities:**

- (i) To provide leadership on the need for technical excellence.
- (ii) To encourage and promote active engagement in professional institutes/organisations as relevant.
- (iii) To establish a framework in line with policy and processes to ensure sufficient attention and resources are available across the Division to assure and control the high technical quality of all work undertaken and/or all deliverables.

## **3. Committee / Other memberships:**

- (i) Member of Operations Board.
- (ii) Member of the Senior Leadership Network.
- (iii) Additional to be agreed on a case by case basis.

## **4. Person specification:**

- (i) Proven people leadership and team management skills.



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- (ii) Confidence and maturity to work with senior executives.
- (iii) Good commercial awareness.
- (iv) A high degree of emotional intelligence.
- (v) Ability to structure and manage intensive workloads.
- (vi) Proven in winning work and exceptional client service.
- (vii) Exceptional written and verbal communication skills.
- (viii) Excellent time management, organisational, decision-making and delegation skills.

## **5. Requirements:**

- (i) Proven experience in a senior leadership role and running a team and/or division.
- (ii) Educated to degree level or equivalent.
- (iii) A minimum of 15 years industry experience.
- (iv) MBA or equivalent management qualification (desirable).

## **6. Performance Targets:**

- (i) To achieve growth targets for the Division and other KPI targets (as identified in the Business Plan).
- (ii) To diversify the service and business portfolio in line with the Company's overall strategy. Such growth must have regard to our mission statement and core values.
- (iii) Ensuring reports and other deliverables to the Operations Board (and Main Board as relevant) are timely.