



Job Description – Regional Manager - Stansted

JOB TITLE	Regional Manager – Stansted
DEPARTMENT	Projects
LOCATION	Stansted Office, Stansted CM24 8GF
WORKING HOURS	37.5 hours per week, Monday to Friday. Up to 40 hours can be required. Flexibility with working hours required
CONTRACT TYPE	Permanent
REPORTS TO	Director of Archaeology/Head of Service
RESPONSIBLE FOR	The Stansted Project team
OVERALL JOB PURPOSE	<p>The purpose of this role is:</p> <ul style="list-style-type: none"> To lead the Stansted Field team to achieve MOLA’s commercial and public benefit objectives within the East of England to drive growth of the area. To manage the general activities of the Stansted office, co-ordinating with other MOLA staff To report to (Head of Service/Director of Archaeology) on Stansted activities
RESPONSIBILITIES & KEY RESULTS AREA	<p>General</p> <ul style="list-style-type: none"> Creating a collaborative, safe and respectful working environment which enables everyone in the team to develop their skills and thrive Ensuring that line management structures and meetings work effectively to enable good communication across the team and for changes and improvements in practice to be made swiftly To contribute towards MOLAs business planning To contribute to MOLAs strategic development within the East of England in line with MOLA’s 5-year strategy Supporting and where possible improving the project management and delivery processes across Stansted Projects Being a champion for MOLA’s innovations in method and approach across the team, including designing projects that incorporate public benefit, engagement and environmental considerations for the communities in which MOLA works Working collaboratively with colleagues across all offices, directorates and support teams <p>Commercial and Project Management</p> <ul style="list-style-type: none"> To help drive the growth of MOLA Stansted, securing a pipeline of new work, through active business development and through repeat business Responsibility for consistent implementation of the MOLA Health and Safety Policy, RAMS and related procedures in all projects Leading the Stansted Project Management team and being accessible to the wider Projects team under your overall supervision, creating a positive and inclusive working environment

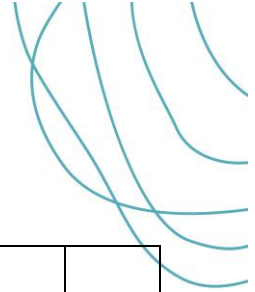
RESPONSIBILITIES & KEY RESULTS AREA (cont.)	<ul style="list-style-type: none"> • To work with the Head of Service/Director to further develop and implement our work winning strategies in the region, achieving MOLA's growth targets for the office • Work with the Director/Head of Service to create and operate an efficient team infrastructure and processes to enable effective communication, monitoring of project performance, and corrective actions. • Working with Project Managers and MOLA's Business Development directorate to initiate, develop and manage relationships with clients, partners and external stakeholders • To proactively identify and follow up on leads and prospects, to develop a comprehensive understanding of our market and to be active in networking and building client relationships • Working with Head of Service/Director to ensure the financial performance of the Project Management functions, achieving revenue and margin targets in Stansted Projects. • Supporting the Head of Service and Director of Archaeology with the creation of Annual Budgets (Stansted office/projects); and monitor monthly progress against this, adapting strategies as necessary • Contribute to tendering processes for projects, assessing commercial viability and delivery options, creating and managing appropriate tender teams and overseeing final products. <p>People Management and team development</p> <ul style="list-style-type: none"> • To monitor future work trends and forecasts and to shape and train the team as necessary to fit changing patterns of work in conjunction with the Field Manager • Leading on the mentoring, development, training and retention of the PM and Field Team talent pool to ensure consistent delivery on major projects • To motivate, develop and inspire all staff in the team, through performance management including the setting of clear annual objectives, appraisals, and training as well as day to day engagement and feedback • Work with the Field Manager to plan for and drive recruitment programmes to ensure there are sufficient qualified staff to service current and forecasted project needs • To ensure a collaborative, supportive and inspiring working environment and one that enables us to meet our EDI strategy, broadening opportunities, and access to careers in archaeology.
OTHER	<ul style="list-style-type: none"> • The role requires flexibility in working hours, including the need to work some evenings, together with the need to travel outside of the East of England area at times including meeting attendance at the offices in Northampton and London. • We expect all employees to undertake available training and research to enhance personal knowledge, skills and experience

This job description should not be taken as an exhaustive description of the role and is rather indicative of the types of responsibility covered by this job. MOLA reserves the rights to make reasonable changes as are necessary commensurate with the nature of the post held.



Person Specification – Regional Manager - Stansted

ESSENTIAL	DESIRABLE	ASSESS - METHOD
QUALIFICATIONS		
<ul style="list-style-type: none"> Membership of CiFA (or eligible and willing to apply/upgrade) Full driving licence 	<ul style="list-style-type: none"> Educated to degree level in relevant subject Heritage, cultural or other relevant qualification Accredited Project Management Qualification Postgraduate qualification in relevant discipline. 	AF/I
EXPERIENCE & KNOWLEDGE		
<ul style="list-style-type: none"> Considerable experience of working with and advising clients on archaeological process, risk and product Technical expertise of British archaeology and archaeological methods High level of recognition and credibility within the sector, both in client advice and project management and delivery Considerable experience of initiating, costing, and project managing large/complex urban and rural archaeological projects Experience of supervising large and complex archaeological field projects through all stages in the field Excellent knowledge and understanding of Construction contracts and key risks Considerable understanding and experience of how commercial archaeology works in UK Experience of leading a large team within a demanding commercial environment Motivation to inspire and lead MOLA teams delivering archaeological projects to new audiences in new ways Knowledge of current Safety, Health & Environment (SHE) legislation and experience of managing risks in the archaeological context and creating a positive SHE culture in teams. 	<ul style="list-style-type: none"> Experience of writing and publishing complex archaeological projects at different levels Use of CRM software and document management systems Extensive client contacts within the construction and development sectors Detailed knowledge and experience of the archaeology of the East of England Established relationships with regional curators, Historic England and other stakeholders Experience of Quality Management systems 	AF/I (all)
SKILLS & COMPETENCIES		
<ul style="list-style-type: none"> Strong leadership skills, with the ability to inspire creativeness and innovation in the team, providing encouragement, recognition and reward where appropriate Being assured and confident both in work and personal interaction Ability to work collaboratively across the organisation and with MOLA's external partners Strong negotiating and influencing skills Strong numerical and commercial skills including ability to model, budget, track and forecast Excellent IT skills including use of databases and spreadsheets 		AF/I (all)



<ul style="list-style-type: none">• Attention to detail and the ability to see the 'big picture'• Ability to remain calm under pressure• Ability to maintain confidentiality and behave with integrity• An organised and methodical approach to management.• Ability to delegate effectively and prioritise appropriately.• High level of written & verbal presentation skills		
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Assessment methods: AF Application Form, I Interview.