

JOB DESCRIPTION

Job Title:	Associate/Associate Director, Sustainability Consultancy
Directly reports to:	Head of Sustainability
No of Direct Reports:	tbc
Location:	UK – Ideally Edinburgh; applications from candidates based in Glasgow, Leeds, Warrington, Birmingham or London would also be considered

Position Summary:

To jointly manage the sustainability team on a day-to-day basis, providing a quality service within the boundaries of our professional and commercial capabilities. The Associate/Associate Director should lead projects on behalf of the Sustainability group and manage delivery of Wallace Whittle's services to the highest of standard and on time.

Responsibilities and authority:

- Day-to-day contact for the Location Directors, organising, and coordinating design team and client meetings discussing energy, sustainability, environmental and health & wellbeing topics.
- Specific focus on implementing Wallace Whittle's Net Zero Carbon strategies, ideally leading the embodied carbon service-line.
- Assist the Sustainability Director to develop new business for Wallace Whittle Sustainability team by building relationships with existing and new clients, both internally and externally.
- Effectively manage the Sustainability team day to day, including ensuring effective forecasting, measuring of works in progress and driving office initiatives, as well as managing the Sustainability team resource.
- Effectively distribute project workload and liaise with technical and other support staff to ensure acceptable product delivery
- Act as a role model for the Sustainability Team.
- Attend business development events, conferences and other marketing activities.
- Carry out presentations to clients, take the initiative in organising and leading technical meetings.
- Liaise with and provide project focal point for clients and lead and/or support consultants to ensure that client interests are most effectively fulfilled
- Maximise staff effectiveness and improve efficiency by enhancing client relationships, improving internal systems and developing staff skills
- Interlink and work effectively with all others affecting or affected by your work
- Adopt a responsible attitude to project manage and actively undertake training and development of subordinate staff
- Ensure application and maintenance of all Quality System procedures
- Ensure documentation issued from Wallace Whittle in respect of a project has been processed in accordance with all relevant procedures
- Manage multiple projects including organisation of trainee staff and project delivery to time and cost requirements
- Assist in the preparation of fee bids, proposals and interviews.
- Develop thought leadership and technical articles for industry publications.
- Undertake building environmental modelling, building physics, and sustainability models (energy, overheating, daylight/sunlight).
- Undertake preliminary concept design studies to influence building shape, form and function.
- Develop energy and sustainability strategies for diverse schemes.
- Comply with all security procedures and commercial in-confidence restrictions associated with work duties.
- Carry out all personal management duties including weekly recording of man-hour commitments to individual projects and reporting on a monthly basis particular project fee input information
- Undertake all other duties as may be required to assist in the fulfilment of the primary objectives of the Directors
- To ensure compliance with the IMS, by supporting the administration of the Internal Audit programme, corrective action and customer feedback registers

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Education and Experience:

- Chartered engineer or equivalent, with a minimum of Honours/Masters degree in an appropriate discipline, preferably Sustainable Design and Energy
- Experienced energy assessor able to develop, maintain and validate energy models using IES VE.
- Relevant accreditations (e.g. LCC, LCEA)
- Exposure to LCA/WLCA, Circular Economy, BREEAM, WELL, LEED etc.
- Knowledge and experience in implementation of planning policy sustainability requirements (including GLA requirements)
- Significant industry experience (typically 10 years or more), with demonstrated leadership experience (ideally 5 years).
- Experience of office and regional team management

Specific skills, knowledge, competencies and training:

Essential:

- Confident engaging with senior design team personnel and clients, including Developers, Owners, Investors and Occupiers.
- Experience in managing multiple, concurrent projects covering all aspects of sustainability in the built environment.
- Ability to lead from the front and by example.
- Excellent people skills to ensure staff engagement.
- Excellent communication skills
- Focus on quality and continuous improvement.