JOB DESCRIPTION

wallace whittle
environmental building services

Job Title: Associate/Associate Director, Sustainability Consultancy
Directly reports to: Head of Sustainability
Location: UK Wide

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.

The position is ideally based in Edinburgh, but applications from candidates based in Glasgow, Leeds, Warrington, Birmingham or London would also be considered

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

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.