

Job Title:	Director
Unit / Department:	BioRegional China
BioRegional Grade:	Senior Programme Manager
Salary:	Competitive

JOB PROFILE

We are seeking an inspirational Director to lead our China based operation and take responsibility for all aspects of project delivery, strategy and business development. The post holder will manage BioRegional's One Planet Communities project and coordinate consulting projects. The successful candidate will need to be able to develop strong networks with local government contacts and real estate and construction sectors. They must also be familiar with managing projects in the built environment sector, and have a background in engineering, urban design, environmental design, planning or construction.

Fluency in Chinese and English, written and spoken, is essential. This role is based in China.

The Director of BioRegional China reports to the International One Planet Communities Director and CEO based at the UK headquarters in London. We are looking for a confident and capable character who will make a contribution to developing solutions for sustainable urbanization in China.

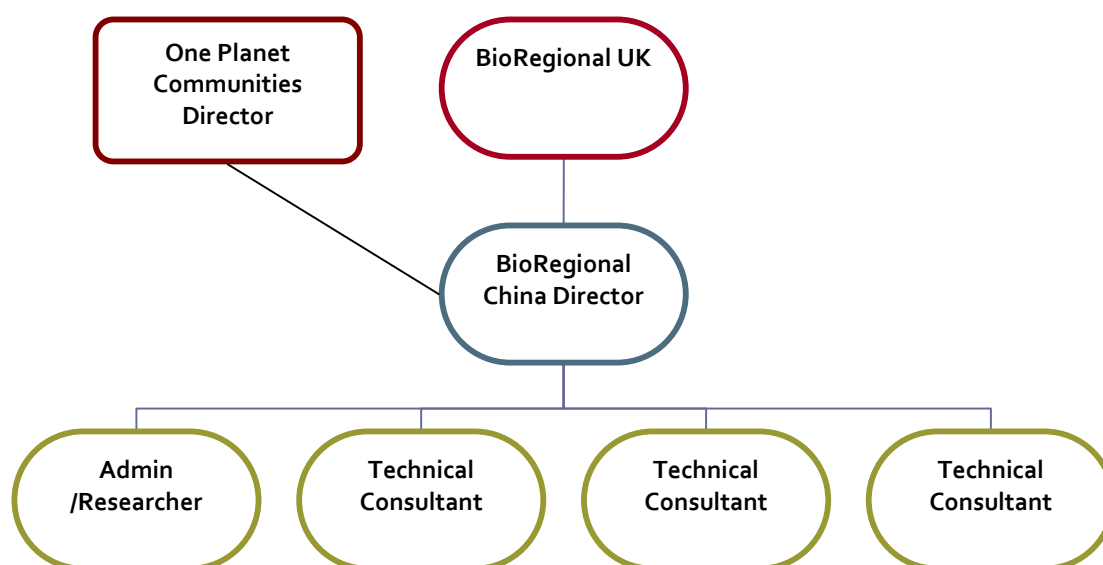
The role requires an individual with relevant skills and experience, including:

- Managing a team
- Managing a company or departmental budget, including resource allocation, project programmes etc.
- Environmental design (gained within a relevant field e.g. planning, urban design, engineering, architectural design, real estate development, construction management)
- Managing and delivering a portfolio of projects
- Steering the direction and driving the ambitions of a team both technically and financially
- Upholding a high standard in technical consultancy and report writing
- Developing and securing new and repeat profitable business opportunities to ensure the team is fully resourced.
- Good attention to detail
- Ability to assimilate and interpret complex data and present coherent and appropriate solutions.
- A good understanding of sustainability as it applies to urbanization.

This is an exciting opportunity to lead a growing team and to work on innovative projects; the role is suitable for an organised and passionate individual committed to sustainability.

Location: The post holder will be based in Chongqing during the establishment of the One Planet Community project. The duration of this phase of work is likely to be approximately 12 months. Once the project is established the post holder will have the opportunity to work from Beijing or remain in Chongqing.

Salary & benefits: A competitive salary and holiday allowance is available. This is a full time, permanent position.



DUTIES & KEY RESPONSIBILITIES (part 2)

		%
1	Overseeing project delivery within the company including One Planet Communities project and consultancy projects: <ul style="list-style-type: none"> • Ensure successful completion of the One Planet Communities project • Project management or project director responsibility for projects within the company • Anticipate potential problems and set out mitigation strategies early • Support staff on development of their projects; developing the business plan, client relationship etc. • Ensure an excellent standard of work across the organisation • Develop new strategies for meeting the client or funder targets as required. 	50%
2	Business development for BioRegional China; develop and convert new leads to strategically expand the company: <ul style="list-style-type: none"> • Implement a clear business development plan; identify the target sectors, selection criteria and a plan for converting into new business • Develop a marketable consultancy offer 	20%

	<ul style="list-style-type: none"> • Create clear and succinct proposals • Present BioRegional service offering to government, business and industry senior decision makers • Develop, or support team members (as appropriate) fee proposals or funding applications for project work to ensure the company's team remains fully resourced (funding applications are produced in conjunction with the Head of Fundraising in UK) • Secure speaking opportunities at relevant high profile events and seminars 	
3	<p>Business and management:</p> <ul style="list-style-type: none"> • Managing the company finances, planning and growing the financial profile of the team • Line management responsibility of four members of staff • Manage recruitment of additional project staff as required • Report to the Executive Director of BioRegional Development Group and the trustees group as required. • Contract negotiations with clients 	20%
4	<p>Strategic leadership of BioRegional China:</p> <ul style="list-style-type: none"> • Day to day management of company operations • Set business goals and review progress regularly • Working with the One Planet Communities Director and Executive Director of BioRegional Development Group to ensure that all strategies and work plans are aligned with BioRegional's strategy • Develop and maintain successful partner and client relationships • Promote and develop the One Planet Communities project 	10%

Person Specification

Criteria	Essential	Desirable
1. Skills/abilities	<ul style="list-style-type: none"> • Fluent in English and Chinese, written and spoken • Confident user of MS office, other software packages and internet based tools and applications • Self-motivated with flexible attitude and proven ability to manage own time, including priority-setting, multi-tasking and problem-solving • Excellent written and verbal communication skills • Good numeracy skills • Business-friendly manner • Ability to troubleshoot efficiently and effectively ensuring that projects stay on track • Strong interpersonal skills; ability to confidently and calmly communicate with senior executives in partner organisations, able to communicate with people from a range of different organisations (government, business, etc.) • Ability to deal with complex and difficult situations, partner problems or complaints in a positive, prompt and effective manner • Team worker - demonstrating and encouraging open communication, cooperation and the sharing of knowledge and information • Self-starter; capable of independent working 	
2. Knowledge	<ul style="list-style-type: none"> • Comprehensive understanding of sustainability and environmental issues • Applied knowledge of project management, processes and systems including planning, budgeting, monitoring, evaluation and working to tight deadlines • Good working knowledge of China's planning system • Good working knowledge of the construction sector 	<ul style="list-style-type: none"> • Specialism in an area of sustainability e.g. construction, energy, planning, architecture, urban design, environmental design etc.
3. Qualifications/ education/training	<ul style="list-style-type: none"> • Degree level qualification in environmental, built environment or other relevant field 	

	<ul style="list-style-type: none"> • Strong IT skills with extensive experience of using Microsoft Office programs (Word, Excel, Powerpoint, Outlook) 	
4. Experience	<ul style="list-style-type: none"> • Experience of developing and implementing business strategies • Programme management • Experience of managing a small diverse team; mentoring and coaching the team and supporting their professional development whilst keeping them on target and productive • Experience of creating and converting new business leads • Experience in securing repeat business from clients 	<ul style="list-style-type: none"> • Experience gained within the sustainability sector an advantage but not essential • Experience gained working in government, real estate, construction, consultancy
5. Other requirements	<ul style="list-style-type: none"> • Personal commitment to the environment • Commitment to the aims and objectives of BioRegional and the One Planet initiative. 	