

JOB DESCRIPTION – Business Stream Leader / Senior Technical Director – Monitoring, Evaluation & Learning
March 2017

Company	IMC Worldwide Ltd	
Address:	64-68 London Road Redhill Surrey RH1 1LG	
Job title:	Business Stream Leader/ Senior Technical Director – Monitoring, Evaluation & Learning	
Responsible to:	The Managing Director	
Responsible for:	The Monitoring, Evaluation & Learning Business Stream	
The role:	<p>We are looking for an exceptional individual to lead and manage the Monitoring, Evaluation & learning (MEL) Team.</p> <p>The MEL Business Steam Leader will support the development of IMC’s rapidly growing international MEL portfolio, working on free standing MEL- related activities and collaboratively across the business to further develop the MEL portfolio with a wide range of clients in all the firm’s main areas of business. This will involve identifying and responding to opportunities, leading proposal development, providing consultancy services and project direction. The MEL Business Steam Leader will be part of the IMC Senior Management Team</p>	
Main responsibilities:	<ul style="list-style-type: none"> • Act within the powers of their role, leading by example and following IMC ethics and company values • Lead, manage and inspire the team to deliver the MEL strategy and adapt and grow it where and when necessary • Work closely with the Regional Directors and other Business Streams Leaders from across the business to develop IMC’s integrated MEL capability • Manage the teams technical inputs on a wide range of assignments as required • Lead and manage projects and project teams, including undertaking project technical roles, including supervising and quality assurance of the work of others; in doing so, ensure projects and programmes are delivered to the high standards expected by IMC and our clients • Lead, coordinate and contribute to the preparation of high quality expressions of interest and proposals for multi- and bi-lateral clients, such as DFID, World Bank, EU and USAID • Manage programmes and budgets, including financial and technical reporting • Promote the success of MEL for the benefit of its team members as a whole, paying due regard in decision-making to: likely long term consequences; employees’ interests; the need to foster relationships with suppliers, associates and team members; the impact of operations on the community and the environment; the need to maintain high standards of business conduct and to act fairly • Exercise reasonable skill, care and judgement • Further grow the MEL business stream and nurture the capability of team members • Identify, select and appoint suitable staff to grow the business in line with the strategic objectives and opportunities • Cultivate and manage relationships with clients, strategic partner firms and consultants • Oversee, assist and prepare expressions of interest, pre-qualification documents and 	

	<p>proposals for opportunities and prepare fee submission documents.</p> <ul style="list-style-type: none"> • Lead business wide business improvement initiatives or business support or compliance functions as required.
<p>Team information:</p>	<p>You will join the highly effective MEL team to lead, grow and deliver the IMC Worldwide Portfolio of work.</p> <p>The team has grown rapidly over the last three years and has given IMC a highly regarded reputation in the field of Monitoring, Evaluation and Learning.</p> <p>The team currently consists of 13 members of staff and is involved in a wide range of MEL activities: design and delivery of MEL frameworks and standalone programme evaluations (theory based, quasi experimental and mixed methods approaches).</p> <p>We are seeking a strong leader with some MEL credentials in a range of technical areas. IMC are at the forefront of methodological development in a number of emergent fields and the preferred candidate will also be encouraged to contribute to IMC’s thought leadership in these areas.</p> <p>The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.</p>
<p>Environment:</p>	<p>IMC Worldwide is currently working in more than 25 countries across Africa; South, South East and Central Asia; Eastern Europe; the Middle East; and the Caribbean. The business delivers specialist consulting services to central governments, donor organisations and private sector corporations in developing and transitional countries, in particular in relation to development, management and infrastructure. We work across a diverse range of sectors and disciplines bringing over 60 years' experience of working with government agencies, local authorities and with communities themselves to help address some of the most difficult development problems and barriers to poverty reduction. We work with all of the major international development agencies throughout the world including DFID, EU, EIB, EBRD, World Bank, USAID, MCC and ADB and are looking to expand our client base in the private sector and with Foundations.</p> <p>Though our background is in the transport sector we provide a full range of professional consulting services including:</p> <ul style="list-style-type: none"> • Disaster preparedness and reconstruction • Organisational change • Economics and private sector • Project and Programme Management • Environment, energy and climate change • Resource centres and frameworks • Governance and anti-corruption • Infrastructure and engineering • Social development • Monitoring, evaluation and learning • Transport sector policy and planning • Inclusive growth. <p>For the latest IMC annual review visit http://www.imcworldwide.com/wp-content/uploads/2016/03/IMC-Annual-Review-2015.pdf</p>

<p>Terms and conditions:</p>	<p>Hours of work – This role is a full time position.</p> <p>It is anticipated that the Senior Technical Director will typically spend 30% to 50% of his/her time fee earning, 30% to 50% business development and 10% to 20% project support, administration and finance. .</p> <p>Location – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability. Working from home is also possible, following agreement with the Managing Director.</p> <p>There will be the requirement to travel overseas with this role on a regular basis.</p> <p>Salary – Competitive salary depending on experience.</p> <p>Annual leave – 5 weeks annual leave plus public holidays. The holiday year is 1st January – 31st December.</p> <p>Benefits – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, private medical insurance, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.</p>
<p>Closing date</p>	<p>The closing date for applications is Friday 5 May 2017</p>

PERSON SPECIFICATION: Business Stream Leader / Senior Technical Director – Monitoring, Evaluation & Learning

		Essential	Desirable
Qualifications, understanding & training:			
	• Degree qualification	X	
	• Master's degree	X	
	• Evidence of continuous learning and development	X	
Experience:			
	• Significant leadership, management and business development experience	X	
	• Proven experience with an international development consulting firm	X	
	• Experience in working with government and donor agencies, stakeholders and decision makers	X	
	• Proven experience of successfully leading large programmes and projects	X	
	• Proven expertise in quantitative and qualitative methodologies, research, learning, data quality assessments and data analysis.		X
	• Experience of successfully leading and managing a team of people at a Senior level	X	
	• Experience of preparing budgets and plans	X	
	• Experience of preparing strategy documents	X	
	• Experience in leading the preparation of donor-funded project tenders and proposals	X	
	• Experience in developing commercial proposals	X	
	• Experience in procurement management		X
	• Experience of high level negotiation	X	
Abilities & skills:			
	• Excellent leadership and influencing skills	X	
	• Confidence and enthusiasm to lead the team and inspire	X	
	• Excellent project planning, management and organisational skills, with ability to multi-task under tight deadlines	X	
	• Strong financial skills	X	
	• The ability to innovate, challenge and shape the business	X	
	• Excellent communication, interpersonal and negotiation skills	X	
	• Ability to solve complex problems	X	
	• Ability to communicate technical skills clearly to both technical and non- technical colleagues	X	
	• Coach, mentor and build capacity	X	
	• Good attention to detail	X	
	• Flexible and adaptable with an ability to adapt appropriately within various situations	X	
	• Co-operative and supportive team player	X	
	• Excellent written and verbal communication skills	X	
	• Additional language skills would be an asset		X
	• Ability to continue self- development and growth	X	
Personal:			
	• Self-motivated, flexible, driven and determined	X	
	• Commitment to IMC's objectives, ethics, values and Equalities and Diversity Policy	X	
	• Excellent work ethic and leads by example	X	