



Prosperity Operations Manager

IMC Grade: Senior/Principal Consultant

Responsible to: Senior Technical Director - Trade & Investment & Head of Prosperity

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The Role

We are looking for a keen and agile individual to coordinate the IMC response to the £1.3bn UK Government "Prosperity Programme".

IMC Worldwide has competed successfully to be placed on 7 sector procurement frameworks within the programme and is expecting to have a significant role in small, medium and larger elements of the programme.

The role will require you to be the well-informed day-to-day contact point for all enquiries about the programme - liaising regularly with internal and external stakeholders to build new and valuable knowledge and networks.

You will plan and deliver research on geographies and sectors, to enable IMC to effectively consider the viability of each potential opportunity.

Main responsibilities

- Coordinate across IMC to ensure a consistent approach is applied to the consideration and delivery of Prosperity Fund opportunities
- Ensure a regular flow of relevant project information – from concept to delivery – is shared internally and across Partners.
- Rapidly become the go-to resource for all Prosperity related activities available to IMC colleagues and external stakeholders.
- Undertake research with, and for, IMC Regional and Technical teams to help create a solid opportunity-based knowledge platform.
- Develop and maintain relationships with external partners and identify new Partners
- Develop and maintain a data-sharing platform for internal and external partners. (potentially SharePoint)
- Ensure all new opportunities received directly or indirectly, and enquiries, are logged and accurately targeted.
- Be the Secretariat of IMC Prosperity Steering Group, arranging and hosting project and programme-wide discussions;

- issuing meeting minutes and action plans; and monitoring delivery against targets.
- Write and publish Monthly prosperity newsletter to update colleagues on progress and successes
 - Be the prime link into the Business Improvement Team and work with both teams to coordinate the introduction of compliance, quality and consistency across both teams
 - Coordinate and support our Geographic and Thematic Pillar lead colleagues
 - Be confident to represent IMC at external meetings and networking opportunities and occasionally travel overseas to support project bid managers.

IMC Worldwide has successfully completed to be included in the Infrastructure; Future City; Trade; Energy and Business sector procurement frameworks within the Prosperity Programme. More details of the Prosperity programme can be found at:

<https://www.gov.uk/government/publications/cross-government-prosperity-fund-programme/cross-government-prosperity-fund-update>

Team Environment

This is a new role. The post holder will work closely with the Senior Technical Director. You will join a team of 14.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required.

Hours of work – This role is a full-time position. Full Time working hours are 37.5 per week but we could discuss part time options.

Salary – depending upon experience (based on full-time employment)

Annual leave – 25 days annual leave plus public holidays. The holiday year is 1st January – 31st December

Benefits – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, 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. There is also a non-contractual bonus system payable annually depending on performance.

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 subject to availability.

The closing date for applications is 11 May 2018

PERSON SPECIFICATION: Prosperity Operations Manager

	Essential	Desirable
Qualifications, understanding & training:		
Degree qualification		X
Training in Project Management, Creating Networks; Effective Communications		X
Experience:		
Experience of working in a process support function, ideally in a consultancy	X	
Experience in developing and coordinating technical proposals	X	
Experience of working in international development and/or with Governments	X	
Experience collating technical and commercial inputs from diverse sources with a demonstrable capability to create a clear and coordinated output/message	X	
Experience of working in international development	X	
Experience working in project management	X	
Abilities & skills		
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Good attention to detail and ability to carry out finance, contractual and administrative tasks with discretion and exceptional accuracy	X	
Excellent written and verbal communication skills	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Strong analytical skills	X	
Good planning skills	X	
Confidence and enthusiasm	X	
Co-operative and supportive team player	X	
Personal:		
Close attention to detail and ability to articulate guidelines and changes clearly and effectively	X	
Neat and logical approach to working	X	
Excellent and open work ethic and ability to prioritise effectively	X	
Approachable and open to new ideas and suggestions	X	

IMC Competency Framework: Prosperity Operations Manager

Competency	D	I	A	S
IMC values and ethics		X	X	
Business insight		X	X	
Bid and project management		X	X	
Technical/area specialisation		X	X	
Relationship management and working with others		X	X	
Leadership and resilience		X	X	
Impact and influence		X	X	
Decision making/ planning and organising		X	X	
Results orientation and continuous Improvement		X	X	
Financial and commercial awareness		X	X	

Key:

D – Developing

I – Independence

A – Accomplished

S - Senior Management Level