
Director of Projects Job Description

Date 29 11 23

Reporting to MRC Founders

Summary:

Senior executive delivering best-practice design management processes; liaising with key clients; identifying design partners; managing project teams; winning new business, and representing MRC.

Lead named projects and advise team and clients on procurement issues. Support processes to ensure best outcomes from competitors and troubleshoot conflicting pressures on competition teams. Work with other Directors of Projects to deliver effective and coordinated output on projects. Work with team on marketing; on resource planning, and internal management operation to achieve company targets.

Key responsibilities:

10% business development

Coordinate and agree with senior management team actions to identify new sales leads; pitch services; maintain fruitful relationships with existing customers.

Identify new leads and potential new markets; research and approach purchasers and decision makers; contact potential clients; plan and oversee new marketing initiatives.

10% people

Align with the other Directors of Projects to identify and allocate project resources; provide project management direction to team members; carry out appraisals and other HR-related actions; develop and agree short-, medium- and long-term goals. Assist with budgets and contract negotiations, taking responsibility for these as necessary.

Nurture project staff and support the management of staff resourcing (including project resourcing). Troubleshoot issues related to project activity. Liaise with Directors of Projects and other senior staff to ensure staff well-being as well as skills and career development.

15% winning business

Bid planning, preparation and leadership; setting resource priorities; checking suitability of bids; agreeing services and fees with senior management team; establishing good practice; securing feedback, and negotiating to optimise value to MRC.

Be the key point of contact on named bids; research and advise on bid suitability; plan and resource bids; ensure bids are completed, checked and issued on time, and to MRC quality standards.

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65% Projects

Lead multiple and concurrent projects, working with cross-functional teams; provide guidance and management input to project teams; monitor project team performance and take action as appropriate. Reinforce the continuity and importance of MRC's culture through integrity, intellectual leadership, effective communication and exemplary behaviours; ensure a communicative, inclusive and engaging environment with key stakeholders to ensure alignment and buy-in.

Take the point-of-contact responsibility for selected projects and oversee their delivery to achieve client as well as company objectives, build teams and monitor staff input and achievement. Coordinate with other Directors of Projects to ensure alignment across projects and avoid conflicts and bottlenecks. Troubleshoot and report on corrective action to Directors, align resources and fee. Lead multiple live projects, from inception through to completion, guide and monitor project teams.

General: Support other Directors, be accountable for office and manage office when reasonably required, hold regular Directors' meetings (weekly/ monthly) to review company opportunities and risks. Audit processes and projects periodically to check standards and outputs.

Key Performance Indicators

Strategic planning and contribution to company performance.

Client satisfaction and repeat business.

Smooth handling of four to five projects simultaneously.

Project deadlines met.

CPD and professional compliance.

Nurturing project staff and supporting their performance, including giving direction and feedback.

This job description is a guide to the nature of the work required in this role. It is not exclusive or exhaustive and may be amended from time to time.