



the River Restoration Centre
Working to restore and enhance our rivers



Job Description & Person Specification

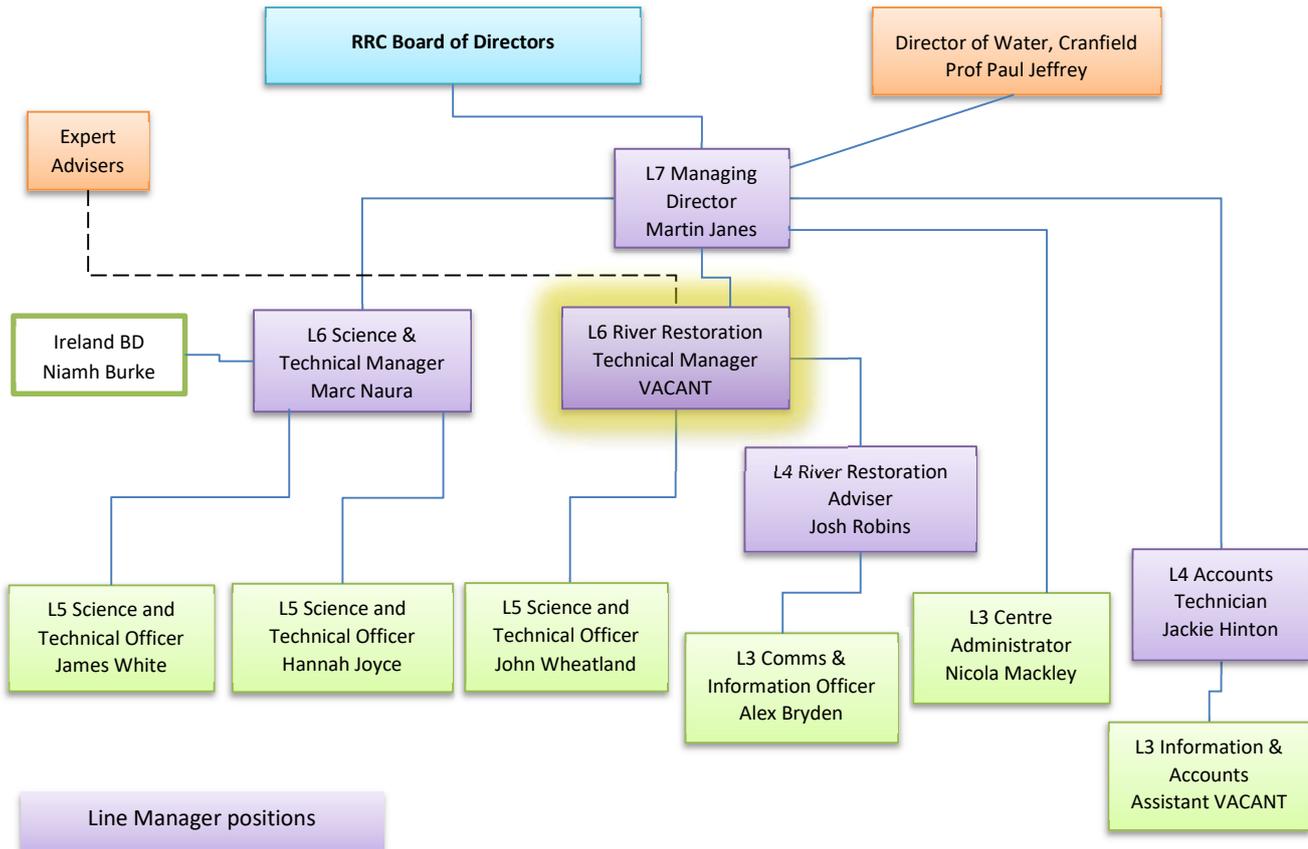
Job title:	RRC River Restoration Technical Manager
Vacancy reference:	To be advised
Job type:	Full time, 3 year contract initially – renewable thereafter
Hours of work:	37 hours per week, normally worked Monday to Friday. Flexible working will be considered.
Salary details:	Starting salary – between £44,001 and £47,733 per annum (dependent on skills, experience and qualifications)
Responsible to:	Martin Janes, RRC Managing Director
Location:	RRC Offices, Cranfield University, Bedfordshire, MK43 0AL. Flexible working will be considered.
Start date:	As soon as possible
Closing date for applications:	13 th December 2021
Interview Date:	13 th January 2022

About The River Restoration Centre (RRC)

The River Restoration Centre (RRC) is an independent, not-for-profit organisation which fulfils a unique role facilitating the restoration and management of rivers and catchments across the UK. RRC is committed to actively promoting the re-establishment of natural processes, features and habitats of river systems by collating evidence; deriving new knowledge and solutions; and identifying and sharing best practice across the river management community. RRC independently funds its activities through UK environmental agency funded service level agreements and a variety of advisory projects, training courses and dissemination activities.

For further information about the RRC please visit our website www.therrc.co.uk

Organisational Chart



RRC at Cranfield University

The River Restoration Centre (RRC) is proud to be hosted at Cranfield University. RRC's office is based at Cranfield University in the Cranfield Water Science Institute in the School of Water, Energy and Environment.

RRC employment contracts are through Cranfield University whilst all day to day work is directed by the River Restoration Centre. Find out more about Cranfield University [here](#).

Job Details

Job Purpose

- Part of the senior management team of RRC.
- Provide expert knowledge and technical experience to develop, manage and deliver expert technical advice, reports, guidance, assessments and training.
- Project team resource management and responsibility for delivery of the technical team workload.
- Building strategic working relationships, bids, grants and income generation.
- Line management and staff development.

Key Deliverables

	Description of Deliverables	% of time
1	<p>Technical Advice and Support</p> <p>Provide expert river restoration advice and support to a range of external audiences by assessing and interpreting their needs, generating original idea and testing innovative solutions. Will include specific projects and on-site assessments, reporting, restoration plans and methods, regional or national working and steering groups.</p> <p>Project manage the technical team time and resources to plan and deliver project advice and support work, on own, as part of the team or by supporting others. Generate new ideas and innovative solutions whilst maintaining professional and quality standards.</p> <p>Train/coach RRC staff in project and resource management, Work in collaboration with RRC Directors, the Managing Director and the Accounts Technician to record, assess and improve resource management.</p>	35%
2	<p>Income generation</p> <p>Work with the senior management team to develop and implement a business development strategy by building partnerships, and running collaborative projects.</p> <p>Develop new strategic partnerships and working arrangements with NGO's, not-for-profit organisations, trusts and other delivery organisations (consultants and contractors) for collaborative working and income streams.</p> <p>Develop and respond to calls for projects and grant proposals, to lead RRC involvement in collaborations in areas such as;</p> <ul style="list-style-type: none"> • Natural flood management • Water environment improvement implementation • Cost effectiveness of river restoration techniques • Catchment condition and river restoration at the landscape scale • Survey and monitoring strategy development 	25%
3	<p>Training and guidance</p> <p>Help with the development and delivery of training - online, face-to-face, and as part of the coming river restoration certification.</p> <p>Develop and extend best practice guidance on river restoration and associated activities (collaborative and RRC-led) and promote their wider adoption.</p> <p>Work in collaboration with Europe (the ECRR) and other UK organisations (e.g. FBA, Rivers Trust) to lead on the development and delivery of the RRC Certification scheme in river restoration.</p>	20%
4	<p>Line management responsibility</p>	10%

	<p>Manage employees as per the Line Management process to deliver work and meet deadlines. Mentor colleagues to prioritise and monitor their workload to make sure that they contribute to the strategic objectives of the RRC strategic plan and communications plan.</p> <p>Develop the potential of line managed staff, setting clear targets to ensure their contributions are maximized. Monitor performance and ensure performance standards are consistently met.</p> <p>Work with and report to the RRC directors and managers to achieve the Strategic Plan.</p>	
5	<p>Communication and influencing</p> <p>Help with the organisation and delivery of RRC practitioner and scientific conferences, and other high profile networking opportunities.</p> <p>Develop and expand RRC's networking through active presentation at seminars, conferences and via other communications routes.</p> <p>Work within the senior management team and directors to extend the influence and impact of RRC and its work.</p>	10%

The percentages allocated for the key deliverables may be adapted to take into account the needs of the RRC. You are responsible for managing your staff including performance, development and health and safety.

Planning and organising

You will have excellent project and time management skills, ensuring that milestones and deliverables are achieved to time and to a high quality. You will be expected to plan and execute a detailed work schedule and take responsibility for time and resource management. Performance of your own activities must be to agreed time and quality standards.

Some of the tasks will be time specific and require devoted time over a set period. The majority of activities however, require very good time management to schedule ongoing work in a manner where each is progressed without detriment to the other. A flexible approach to planning time on a weekly and monthly and quarterly basis is needed. Forward planning will be crucial as the post involves planning and managing a series of key deliverables that may impact on the workloads of others

The role will also be reactive, answering and coordinating responses to technical enquiries, utilising opportunities to collaborate and grow the role of the RRC as they arise and building in new ad hoc opportunities to the RRC's programme of work.

Work will need to be clearly documented to develop and determine appropriate team or individual workflow and activity scheduling in order to meet targets and/or turnaround times and most effectively utilise their own and other staff resources available.

Manage and assign projects/small project teams usually of a short-term nature, or lead/contribute to larger RRC projects, to support the achievement of project objectives.

Communicating and influencing

Excellent communication skills (both written and verbal) are essential for this role. As well as liaising with RRC staff on a daily basis, the post will require significant external interaction with national environment agencies, consultancies, academics and other NGO's. You will need to build on your own existing relationships with all these bodies to ensure they are aware of the work of RRC, the paid-for services that are available to them and to negotiate new income streams. You will frequently be influencing other organisation's ideas through collaborative working with key stakeholders.

You will need to be able to converse with a range of audience: unpacking technical reports and disseminating this information to laymen and experience managers/technical staff. Promotion, training and presentations will require professional assessment of the level of understanding of the audience.

You will also need to develop, design and deliver training to the needs of the industry as well as being proactive in setting out what will be needed not just during the duration of the post but also to assist with forward planning.

Problem solving

You will be expected to provide specialist advice and recommendations of a highly technical and broadly applied nature to instigate and/or support informed decision making by others. Responding to technical enquiries and developing new work areas will require significant in depth and detailed problem solving which will vary from query to query and deliverable to deliverable. You are expected to resolve most problems using your extensive knowledge and experience, and source additional technical input from colleagues, your industry contacts and the RRC's external expert advisers. Technical enquiries may need bespoke solutions to be provided or involve a summary of the latest 'best practice' available. Advice must be timely, correct and complete and lead to valuable outcomes.

Typical challenges associated with this post will be:

- Fully engaging user/interest groups that will differ from project to project.
- Identifying new ideas/income generating areas, new work packages, following up external leads and drafting proposals, solely or as part of a consortia.
- Make assessments, presenting results and putting forward recommendations through meetings, presentations or written reports, to facilitate the interpretation of specific issues/problems and support decision making particularly while developing new internal systems for project management and resourcing.

Decision making

l) Decisions you will take without reference to others

As well as the actions mentioned above, you will be responsible for:

- Daily and weekly management, planning and prioritisation of own workload. Adapt as necessary by setting your own objectives, being aware of wider team priorities and constraints.
- Full and active participation in the implementation of health and safety procedures in the areas in which you work and projects that you manage. Conducting risk assessments where necessary.
- Drafting, setting deadlines and delivering reports as well as managing the input of colleagues and peers in this process.
- Identifying, collating, communicating and managing complex data and its use.

- Proposing and developing new work areas, structural changes and alterations to agreed budgets.
- Training requirements and selection of events at which to represent RRC.
- Managing staff reports' workload and personal development.

II) Decisions you will refer to your manager/colleagues

The following are examples of but not limited to

- Financial decisions, key milestones, and reporting processes outside those previously agreed with the MD.
- Decisions that involve modifications to contracted deliverables for existing service level agreements.
- Signoff required for go ahead with new training course development, new events – e.g. budgets, fees, new courses, overall programme launch.
- Business strategy and directional changes/alterations.

Guiding framework

The performance and development review scheme provides a set of objectives agreed with the line manager for the year ahead and expected SMART targets.

All staff are expected to conform to the requirements of the University Health and Safety regulations, finance regulations and other Cranfield policies and procedures, as well as those of RRC as a company limited by guarantee. Systems and procedures for auditing and process management will be governed by RRC.

Much of the work will be governed by the key outcomes and methods of delivery outlined in agreements and MoA with statutory funders and individual project agreements.

Impact

RRC's independent expert advice is highly regarded in the industry. You will influence and set short-term project, and long-term programme, planning, delivery and evaluation through your outputs and decisions.

You will influence and change perceptions/ways of working of UK statutory agency staff and specialist consultants/contractors, via presentations, contracted work, training and technical advice, either solely or managing an RRC team.

This role will provide expert technical input to design and deliver the content at RRC training courses and workshops and has significant responsibility for the success of over £100k of annual training events delivered to our 400+ customers.

You will attend/set up external meetings to ensure that RRC is appropriately represented and promoted, reporting back to the MD and the team and integrate new ideas into the long term strategy. You will also be expected to generate new work from such meetings.

As part of the senior management team, and reporting to the board, you will identify and make recommendations for improvements in policies and procedures to contribute to the continuous operational improvement of the business.

The majority of your day to day contact will be with RRC staff and external organisations.

Facts and Figures

- Responsible for £100k+ of project advice contracts.
- Delivering technical input for training courses for 100+ customers.
- Generating £100k+ income in new and ongoing work areas.
- Managing the technical project work and input of 4-6 RRC staff and other external advisors.
- Line managing 2 members of staff.

Am I suited to this RRC role?

Criteria	Essential	Desirable
Education / Qualifications	<p>Educated to post graduate level in an appropriate technical or scientific subject, such as, geomorphology, ecology, ecohydrology hydrology, river engineering or similar <u>and</u> demonstrable workplace application in a technical freshwater management or river restoration related position.</p> <p>OR</p> <p>Educated to graduate level with a substantial relevant career path of progressively more demanding roles in technical freshwater management or river restoration related positions.</p>	<p>In addition, educated to post graduate level (PhD) in an appropriate technical or scientific subject, such as, geomorphology, ecology, ecohydrology hydrology, river engineering or similar</p>
Experience	<p>Significant experience of a range of restoration projects across different river types where river restoration/habitat enhancement has been undertaken.</p> <p>Significant experience managing and delivering projects through on-site discussion and technical reports aimed at a range of audiences.</p> <p>Established working relationship with public, private and third sector river management organisations.</p> <p>Project management budgeting and resource allocation.</p> <p>Identifying and generating new income streams. Leading successful bids and tenders for multiple small-scale or significant-scale income streams.</p> <p>Demonstrable experience of working/responding independently and dealing with unforeseen business/department/team-level problems.</p>	<p>Demonstrable involvement on senior/expert working groups for government agencies and other relevant applied projects/ programmes</p> <p>Financial experience sufficient to manage and control budgets</p> <p>Experienced line manager track record.</p> <p>Proven experience organising and facilitating events using expertise, initiative and judgement</p>
Knowledge	<p>Comprehensive understanding of river science, ecology and physical processes, historic management and restoration principles and their application.</p>	

	<p>Detailed understanding of the UK's rivers; river types, ecology, pressures and benefits to society.</p> <p>In depth understanding of how agencies, private sector and the third sector operate across river restoration and catchment management.</p> <p>Comprehensive understanding of UK and EU river related environmental policy issues.</p>	
Skills / Aptitudes	<p>Ability to communicate complex information clearly to a range of audiences.</p> <p>Excellent project and time management skills ensuring that milestones and deliverables are set, managed and achieved to time and at high quality.</p> <p>Experienced user of Microsoft Office applications and data management software packages.</p> <p>Good proven analytical and problem solving skills.</p> <p>Excellent oral and written communication and presentation skills including writing and editing skills.</p> <p>Excellent interpersonal skills, considerate in interactions with others and ability to provide expert advice in a courteous manner.</p>	<p>Coaching, motivation, performance management skills.</p> <p>Use of /development of systems for resource management</p>
Other	<p>Methodical, innovative thinker and planner with attention to detail able to be part of and also manage, a small team.</p>	