

THE ETHICS CENTRE - POSITION DESCRIPTION

Position Title:	Director of Advice & Education
Employment Term:	Full time – permanent
Role context:	<p>The Ethics Centre is an independent, not-for-profit organisation. Our purpose is to bring ethics to the centre of everyday life. Across all our work, the same goal drives what we do: to bring people together, create space for open and honest conversations, and build the skills and capacity of people to live and act according to their values and principles.</p> <p>Our Advice & Education Services team helps individuals and organisations to develop, analyse, reinforce and restore their ethical foundations and to make better decisions.</p>
Role Purpose:	<p>To lead and manage a team providing subject matter expertise, consulting, counselling and education skills to clients and to build a sustainable social enterprise in the areas of:</p> <ul style="list-style-type: none"> ▪ Business and Professional ethics ▪ Leadership ▪ Decision making (personal and organisational) ▪ The ethical underpinnings of organisational culture <p>... with the overall objective being the provision of advisory, counselling and education services in line with the Centre's strategies, policies and procedures.</p>
Key Working Relationships/Customers/Vendors:	<p>This is a senior role and reports to the Centre's Executive Director, Dr Simon Longstaff.</p> <p>You will work closely with the: Director of Innovation, Head of Client Relationships, project managers, coordinators and administrators and other members of the Centre's Executive Team.</p> <p>The Head of Education, Senior Consultants and Graduate Consultants will report to you.</p> <p>This role will also have direct contact with clients, other consultants and key suppliers.</p>
Responsibilities:	<p>Leadership:</p> <ul style="list-style-type: none"> ▪ Recruit and support a diverse team that can develop and deliver premium services to individuals and organisations. ▪ Contribute to public and industry discussions about the role of ethics – especially in business and the professions. ▪ Achieve agreed budget outcomes for all areas of responsibility. ▪ Create an inspiring a collaborative team environment with an open communication culture. ▪ Set clear team goals. ▪ Delegate tasks and set deadlines. ▪ Oversee day-to-day operations. ▪ Monitor team performance and report on metrics. ▪ Motivate team members. ▪ Discover training needs and provide coaching.

	<p>Project Management:</p> <ul style="list-style-type: none"> ▪ Initiate projects and maintain stakeholder engagement and commitment. ▪ Ensure that the Centre's Advice and Education services are offered and delivered in a manner that has positive ethical impact and on terms that help to fund and sustain the Centre's activities. ▪ Identify financial, risk and operational issues and liaise with key stakeholders effectively to manage those issues. ▪ Manage time-lines and budgets to ensure efficient delivery of projects. <p>Consulting:</p> <ul style="list-style-type: none"> ▪ Lead and undertake consulting assignments from inception to completion. ▪ Working in collaboration with the Director of Innovation, research and develop ideas that will be valuable to clients and to the development of Advisory & Education Services. ▪ Analyse information and prepare reports for clients.
<p>Functional or Commercial Experience, Knowledge (include years of experience)</p>	<ul style="list-style-type: none"> ▪ 8+ years demonstrated experience in the field of consulting. ▪ Demonstrated capacity in a leadership role. ▪ Managing internal and external teams to deliver projects on time and to budget. ▪ Advanced qualitative and quantitative research skills and experience, including data collection and analysis. ▪ Advanced knowledge of key issues in ethics and organisations. Experience with 'not-for-profit' organisations is an advantage.
<p>Qualifications, Accreditation, Course Requirements:</p>	<p>Essential: Bachelor's degree in philosophy, ethics, psychology, organisational change or a relevant field.</p> <p>Desirable: Master's degree / PhD in a relevant field.</p>
<p>Generic and Specific Skills:</p>	<ul style="list-style-type: none"> ▪ Strong understanding of and affinity with ethos of professional services. ▪ Commercial acumen - and a commitment to impact. ▪ Excellent organisation and time management skills. ▪ Strong written and oral communication skills – including a sense of presence. ▪ Strong analytical skills and ability to synthesise issues. ▪ Ability to draw on theory and philosophical perspectives and write simply and clearly for a professional audience. ▪ Ability to influence stakeholders.
<p>Indicative Key Performance Indicators (KPIs)</p>	<ul style="list-style-type: none"> ▪ Delivery on advice and education assignments and projects within time, budget and scope requirements. ▪ Ability to meet budgetary and operational KPIs. ▪ Effective team management. ▪ Quality of research and analysis. ▪ Identification and mitigation of project risks. ▪ Development and maintenance of relationships with colleagues, suppliers, contractors and clients.