

CORMAC

Role profile

Role Title	Head of Consultancy
Business Division	Cormac Consultancy
Grade	Spot
Report to (role title)	Business Director – Term Service Contracts
Version	v1
Job Code	

If you would like this information in another format please contact:

Cormac Head Office
Western Group Centre
Radnor Road
Scorrier
Redruth
TR16 5EH

Email: recruitment@corservltd.co.uk

Financial	Direct financial accountability: £10m per annum revenue through the Consultancy business Indirect financial accountability:
People Management	Number of direct reports: up to 6 Number of indirect reports: 130
Working Conditions	<input checked="" type="checkbox"/> No unusual hazards (less than 20% of the time) <input type="checkbox"/> Minimum precautions required (more than 20% of the time) <input type="checkbox"/> Some precautions required (more than 50% of the time) <input type="checkbox"/> Precautions required (more than 75% of the time)
Physical Activity	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy
Work Demands (tick all that apply)	<input checked="" type="checkbox"/> Work to deadlines <input checked="" type="checkbox"/> Frequently changing <input checked="" type="checkbox"/> Managing conflicting priorities <input type="checkbox"/> Not normally interrupted or subject to change
Work Context	<input checked="" type="checkbox"/> No/minimal risk to personal safety <input type="checkbox"/> Potential risk to personal safety <input type="checkbox"/> Moderate risk to personal safety <input type="checkbox"/> Substantial risk to personal safety

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Role Purpose

To lead a multi-disciplinary consultancy, of approximately 135 employees, encompassing:

- Highway design and engineering
- Transportation study and modelling
- Structures design
- Geotechnical engineering and design
- Laboratory services

About the role

This exciting role, reporting directly to the Business Director, will lead our multi-disciplinary Consultancy business. The Consultancy provides core engineering design and support services to Cornwall Council, as well as a growing portfolio of external clients.

You will need to possess a high level of demonstrable knowledge, skill and experience, from a previous lead consultancy role, which will enable you to deliver an ambitious 5-year business plan.

You will be a member of the Cormac Strategic Leadership Team (SLT) offering the opportunity to shape, influence, innovate and improve, not only the Consultancy, but also the wider Cormac business.

A close relationship will need to be developed with other SLT colleagues involved in the delivery and construction of the projects initiated and delivered through the Consultancy teams.

What you'll be doing

- Lead a multi-disciplinary consultancy business with an annual revenue of approximately £10m per-annum.
- To collaborate with SLT colleagues ensuring that cross business opportunities (e.g., design and build projects) are identified and delivered with maximum efficiency.
- To develop excellent relationships with core clients, both within Cornwall Council and external.
- To identify and realise external opportunity where this compliments, and meets the requirements of, the business plan.
- To undertake annual performance reviews with senior managers within the Consultancy ensuring that training and development needs are identified and delivered.

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- To ensure that work is delivered to a high level of quality, in line with Cormac's quality system.
- To deliver programme and cost certainty, ensuring that design programmes are in place and accurately maintained for all projects.
- To oversee the commercial management of the Consultancy ensuring that relevant and appropriate commercial arrangements are in place and adhered to.
- To ensure that invoicing is always up to date and that targets, in line with the business plan, are achieved.
- Develop a positive working environment where opportunity and growth are encouraged while supporting a strong graduate and apprentice programme.
- To effectively manage the Framework Agreement for Technical Services currently awarded to support partners Mott Mc Donald and WSP, drawing on specialist and "top up" support only where required.
- To grow in house capacity and capability restricting the need for framework support to a minimum.

How you'll be doing it

Making Safety First

- This is about ensuring safety is at the forefront of everything we do and embedded throughout the business.
- Ensure clarity of instruction and briefing of required safe standards for every job.
- Lead from the front in demonstrating safe working practices and never 'walking-by'.
- Supports team, ensuring all work equipment and PPE is available before work commences.
- Being open to alternative suggestions on safe working and encourages open communication with team and management.

Collaborative

- Working with wider teams and clients to deliver success.
- Valuing a team approach to projects and challenges within your role.
- Using group resources effectively to produce results.
- Be an effective communicator at all times.

Innovative

- Seeking opportunities to improve process and embracing new ideas and technology with positive change in mind.
- Challenging practices where progress is limited.

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Positive

- Remain optimistic in the face of change and drive forward to support growth and success.
- Demonstrate a commitment to the group objectives and vision and take actions accordingly.

Focus on Excellence/Commitment to Quality

- Deliver value and service to customers, both internally and externally
- Ensure quality underpins approach, methods and results.
- Stay up to date with best practice and align your approach accordingly.
- Take a strategic approach towards your work, ensuring it delivers value to the group as well as our customers.
- Consistently deliver results to a high standard
- Ensure safety is at the centre of your operational approach.

Trust

- Build brand reputation by honouring agreements, appropriately managing expectations and being open and honest in all interactions.
- Value the knowledge and experience of your teams in delivering a great service.
- Empower your teams to succeed and be empowered to make a positive influence within the group.

Leadership (if applicable)

- Lead by example at all times and deliver best practices.
- Support the ongoing development of your teams and actively engage in performance management behaviours.
- Inspire commitment and engagement in your teams.
- Take accountability for your team and yourself

Qualifications and Experience

The following qualifications and experience are essential:

- A degree level qualification in a relevant engineering discipline.
- Chartered or Incorporated Engineer status with a recognised and relevant professional institution.
- Significant professional experience of managing a multi-disciplinary Consultancy business.
- A sound engineering background to enable the post holder to provide guidance to team members, on complex issues relating to highways, structures and geotechnical designs.

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- Strong and demonstrable innovative skills with the ability to question and analyse current practices, to pin-point areas for improvement and to identify appropriate measures to make positive change.

The following qualifications and experience are desirable:

- Experience of working in both the public and private sectors.
- Knowledge and experience of working within NEC4 contracts.
- NEC4 Project Manager accreditation

Other requirements	
Full valid driving licence	YES
The duties of the role involve travel on a regular basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle.	YES
This role has been identified by the organisation as safety critical	YES
This post is subject to overtime (where approved/appropriate)	NO
This post is subject to the Company's Flexitime Scheme	NO
This post is subject to a criminal records disclosure check	NO
Approving Manager	Andy James
Approving Business Divisional Head	
Approving Director	Andy James
Date	January 2025

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Structure Chart

