

March 2024

# Director (UK office)

## Job description

<b>Reporting to</b>	CEO, with a dotted line to the Managing Director	<b>Work location</b>	London, UK
<b>Contract length</b>	Permanent, with 6-month probationary period	<b>Time fraction</b>	1 FTE
<b>Remuneration</b>	£80,000-£90,000 per annum	<b>Direct reports</b>	Approx. 5
<b>Additional benefits</b>	4 weeks annual leave, plus 5 days' company leave Flexible hours and workplace arrangements including hybrid office-home working	<b>Working relationships</b>	<b>Internal</b> – Member of the CEI Leadership team <b>External</b> – Working closely with stakeholders and partners
<b>Assets</b>	Laptop, mobile phone	<b>Criminal record check</b>	Required
<b>Travel</b>	Some domestic and occasional international travel required	<b>Working with children check</b>	Required

## Who is the Centre for Evidence & Implementation (CEI)?

At CEI, we believe sound evidence and effective implementation have the power to solve our most pressing social problems. We work with policymakers, practitioners, organisational leaders, and funders – motivated by our mission to close the gap between what we know (from research) and what we do (in practice).

An independent not-for-profit organisation with offices Melbourne, Sydney, London, Singapore, and Oslo, we are passionate about using our expertise to improve the lives of children, families, and communities.

Our core areas of work encompass:

- Translating research into actionable insights.
- Implementing evidence into routine practice using implementation science.
- Rigorous evaluation of policies, practices, and programs.
- Fostering cultures that value evidence for tangible change.

To find out more about CEI, please visit [www.ceiglobal.org](http://www.ceiglobal.org)

## Role purpose

The Director is a key position in CEI's Leadership Team. The Director is responsible for leading CEI work, with a primary focus on UK and broader European market, and leading the UK team. (There is a separate CEI Nordic team leading CEI's work in Scandinavia.) Reporting directly to the Executive Director, they also have a dotted line of reporting to the Managing Director on aspects of the UK team's financial performance and operations.

Specifically, the primary focus areas of the Director are:

1. Strategic direction of the UK team – Lead the strategic direction of CEI's team and work in the UK, and contribute to CEI's overall strategic direction, working closely with the CEO, Managing Director, wider Leadership Team and the UK team's Associate Director
2. High-quality project delivery – Lead key projects and provide oversight of all UK work (and other projects as required) to ensure high-quality project delivery
3. Business and client development and stakeholder management – Initiate, develop and maintain strategic relationships, build a portfolio of work in the UK aligned with CEI's vision and focus areas, and lead large scale funding bids
4. Team management – Lead the UK team ensuring we recruit, develop, engage and retain excellent staff working to high standards of rigour

## Key areas of responsibility

The role will be responsible for the strategic direction of CEI's UK office, with primary focus on the UK and broader European market, leading on the delivery of the strategic priorities of CEI. Specifically, the postholder will lead:

### **Strategic direction of the UK team, including**

- Lead CEI's strategy and work in the UK and Europe, expanding CEI's profile, presence and portfolio of work
- Drive top and bottom-line business growth for the UK office, collaborating with the Managing Director
- Identify and cultivate relationships with key partners and stakeholders in the region
- As a member of the CEI Leadership Team, contribute to the strategic leadership of CEI globally

### **High-quality project delivery, including**

- Lead a portfolio of high-quality and impactful projects in the UK, and provide strategic and technical input to other CEI projects as required
- Provide quality assurance across all the UK team's work and ensure excellent project delivery
- Manage key stakeholder relationships, including with high-profile clients, partners, collaborators and others
- Ensure the financial health and sustainability of the UK team and our wider business, through efficient project management and delivery, working closely with the Managing Director

### **Business and client development and stakeholder management, including**

- Spearhead business development in the UK and more widely, ensuring a strong project pipeline and increased median project revenue
- Lead and oversee the development of high-quality successful competitive tenders and grant applications
- Build long-term, mutually beneficial strategic partnerships with key sector stakeholders and with national and international partners
- Use compelling, evidence-informed and engaging thought leadership to influence stakeholders and the sector
- Ensure CEI's strong presence in the UK and globally, and represent CEI at key forums, conferences and meetings

### **Team management, including**

- Lead the UK team as a highly engaged, high-performing and diverse group, closely tracking staff wellbeing and cultivating CEI's culture of staff growth and development, sharing of expertise, and excellent teamwork and collaboration across the organisation
- Develop a senior management team and staff group with the right skills, capabilities, experiences and behaviours to support a sustainable business where diversity is valued and employees thrive
- Oversee the healthy and efficient functioning of the UK office, working closely with the Managing Director

## **Key selection criteria**

### **Position**

- Expertise and credibility in research and evaluation, and ideally also in evidence synthesis and implementation science
- Expertise and credibility in at least two of our key content areas (e.g. mental health, social care and social welfare, parenting, education, youth justice) and a willingness to quickly develop expertise in other areas
- Advanced written and verbal communication, able to produce engaging outputs for a wide variety of audiences to support effective knowledge translation, and to chair meetings and present to diverse audiences
- Successful track record of building business through competitive tenders, grant applications and direct approaches
- Advanced client and stakeholder engagement skills and project management skills, including understanding client expectations, resolving conflicts, allocating resources and managing budgets, and motivating and leading teams
- Strong networks and established credibility within the UK social research sector
- Advanced team and people management skills, including coaching, mentoring and developing staff, and able to work effectively as a member as well as a leader of teams
- Successful track record in organisational leadership role and of developing a positive organisational culture

### **Personal**

- A highly collaborative and engaging person, committed to working closely with colleagues at all levels to sustain CEI's success
- Commitment to diversity, high standards of professional ethics, and evidence-informed practice and policy-making
- High levels of emotional intelligence, motivation and energy
- A high level of personal productivity and work impact and of thriving in a fast-paced dynamic environment
- Commitment to learning and to contributing to a learning environment

### **Qualifications/Accreditations**

- Post-graduate degree in psychology, social science, health or related discipline, or equivalent level of scholarship achieved through work

## **Diversity and inclusion at CEI**

We are committed to improving outcomes for communities who are facing adversity through leveraging the best available evidence. We value diversity and inclusion. We actively seek and welcome applications from people with diverse backgrounds and with lived experience of the social issues our work addresses and in the communities, we aim to serve.

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Implementation