



Senior Operations Director

August 2024



About Transport & Environment

T&E are Europe's leading advocates for clean transport and energy. In recent years, T&E has quintupled its budget to now, €17mn. We are an ambitious organization with a team of 120 dedicated professionals, with colleagues in Brussels, Rome, Berlin, Madrid, Paris, Warsaw and London collaborating with our 50+ member and supporter groups to achieve our mission: clean transport and energy.





The Role

Role:

Senior Operations Director

Position Type:

Full-time

Location:

Brussels, Belgium, or willingness to travel to Brussels regularly.

Reports to:

Executive Director, William Todts.
Leads four direct reports including the Directors of Finance and HR.

Job Summary

As the Senior Operations Director, you will play a crucial leadership role as a trusted partner to the Executive Director and a valued member of the senior management team. You will bring a unique blend of strategic foresight and planning abilities coupled with the capacity to find canny workable solutions to complex problems.

With experience of change management and well-honed communication skills, you will bring people on board to further the consolidation of the organisation after rapid growth.

A passionate professional with the humility to recognise what you don't know and the drive to find the best answers from expert sources, you will craft ambitious and effective strategies to help fulfil the organisation's mission.

Do you want to help lead one of the most effective NGOs in Europe? Can you balance the needs for structure and efficiency in a growing organization? Can you create a culture of operational excellence, trust and collaboration? Then you may well be our next Senior Operations Director.

Main Responsibilities

- Foster a culture of trust, transparency, accountability and cooperation whole ensuring operational effectiveness and excellence.
- Direct and manage the Operations team, including Finance, Grants, HR, IT and facilities.
- Co-determine T&E's strategy and day to day workings as a member of the senior management team (SMT), reporting directly to the Executive Director.
- Structure, manage and continuously improve the organisation's systems and processes.
- Oversee T&E's budgeting process. This includes developing the budget, identifying deviations from it, and providing regular forecasts, in close collaboration with the Finance Director.
- Support the Executive Director, Senior Management Team and your direct reports adapting to the varied needs of each, from a "hands on" to strategic approach.

Specific Duties and Responsibilities

Finance

- Works with the Finance Director and oversees the full cycle of grant making including budgeting, projections, programmatic and compliance reviews, payments, grantee reporting and evaluation of outcomes.
- Oversees and upgrades as necessary accounting functions, policies, procedures, and systems (accounting, accounts payable, payroll, fixed assets, expense reporting).
- Manages funding contracts for reporting and financial requirements; Ensures that all programs have adequate funding according to their financial plan, annual budgets and evolving needs.

Procurement

- Participates in the procurement processes via confirmation of budgets and/or validation of special requests
- Monitors on regular basis the procurement processes and practices of the different programs

Grants

- Ensures compliance and reporting of funds/grants according to the standards of relevant jurisdiction(s).

HR

- Works with the HR director in defining the HR framework regarding performance management, financial / non-financial incentives, headcount planning / capacity building

- Supports the delivery of optimal employee experience, focusing on staff needs, and maintaining fair and consistent practices for everyone.

Operations and Facilities Oversight

- Develops and implements processes and tools/platforms for the organisation to work efficiently and remotely
- Ensures appropriate and adequate insurance policy as needed across the organisation including liability, building, worker's compensation, travel etc.
- Oversees health and safety policy and procedures across staff locations and during travel.
- Coordinates business continuity policies and procedures (crisis team).

Information Technology

- Strategically manages information systems and IT platforms

Legal and Regulatory

- Ensures that all organisational policies, procedures and practice are compliant with applicable labour, employment, tax, immigration, and business registration laws and regulations in applicable countries or jurisdictions.



Candidate Profile

- 10+ years' experience including of working in an international organisation with offices across several countries.
- Fluency in English and French/Dutch
- Proven track record managing budgets, grants, completing reports, contracts, and other projects.
- Honed experience and proven success with providing support and direction to board members and executive leadership with a vision to transition T&E towards a more process based, adaptable and nimble organisation.
- Strategic mindset; capability to analyse complex situations, anticipate future trends, and make decisions that align with long-term goals and objectives.
- Proven experience in cross-department collaboration and enhancing organizational functions and effectiveness.
- High emotional intelligence, strong interpersonal, oral, and written communication skills and the proven ability to build consensus.
- Strong organizational and time management skills with the ability to be flexible, re-assess and re-prioritize in a fast moving, challenging environment.
- Knowledgeable about trends in technology, hardware, and software. Interested in taking advantage of new technologies that will help the team be more productive and our work more effective.

If you wish to join an award winning organisation with high ambition, recognised leading professionals and a thrilling set of future challenges, we invite you to apply for this exciting opportunity.

We don't expect or seek "perfect" candidates. We encourage all interested candidates to apply. If you are on the fence about applying because you are unsure whether you are qualified, we would strongly encourage you to apply.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-082024-T&E or Pat-Jones-CoverLetter-082024-T&E.

Timeline

Closing Date:	30 September 2024
First stage interviews:	TBC
Final interviews:	TBC

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Transport & Environment's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at r.barlow@oxfordhr.com in the first instance.





About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for a support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: oxfordhr.com



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