# **Job title: Group Manager (Software)**

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| **Main purpose** |
| This role will have overarching responsibility for the newly formed HR Wallingford Software Group and the software teams based in in the UK, Italy and Malaysia. Given this is a global operation, a significant amount of international travel is anticipated to support the role.  Responsible for P&L of the software trading group and for future expansion of our software business to allow it to foster, develop and capitalise new, innovative software tools and technologies within the framework of the Company’s Strategy.  Responsible for staff and software development related facilities and for enhancing and modernising the software development techniques employed, with increasing focus on software innovation across the entire water sector.  **Responsible for operational delivery of software products and developments; including**  Delivery consistent with IMS  Optimal financial returns and effective financial control  Effective resolution of commercial/contractual issues during work winning and delivery  Software sales programme  Software development programme  Staff engagement  Staff development  Optimal/flexible resource (staff, IT and other) planning and allocation |

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| Main duties |
| **Group management**   * Accountable for delivery of the Software Group budget within the company budget * Responsible for business planning for the group with P&L * Undertake the preparation of Software Group business plan through effective communication with the Joint Acting CEO’s and the CFO * Ensure quarterly review of the business plan (and reforecasting of the plan as necessary) * Appropriate resources management for sales and development activities, demonstrating the requisite technical and/or management/administration skills * Staff engagement and development, including Career Conversations, mentoring, training, welfare and development needs within the group * Effective and timely articulation of operational requirements on corporate resources, e.g. Personnel and L&D, IT, Finance etc.   **Business development, sales and marketing**   * Support the software sales effort to provide staff resource and suitable materials as and when required. * Management of an international network of reselling partners * Ensure regular review of the sales pipelines and required actions to secure revenue to the required levels. * Responsible for the commercial and technical content, timely preparation and submission of software related proposals.   **Delivery and software development**   * Accountable for technical and financial performance of all developments and sales activities within the Software Group. * Strategic overview of the agreed software development programme and associated activities.   **Innovation and leadership**   * Input into the 5 year strategy review and update * Co-ordination with senior technical staff across HR Wallingford business to ensure emerging software related research and innovation needs are met * Balancing of resources to deliver on budgeted P&L and delivery of software related research and development commitments * Support and address liaison with potential national and international partners and private sector investment, identifying and, where appropriate, securing greater partnering. * Assess opportunities for HR Wallingford to invest in software related innovation start-ups. |

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| Job specific duties |
| * Line management as necessary and appropriate according to functional structure of the group. * Monthly group reports – against financial and other KPIs – weekly BD and Operations summary. * Responsible for QHSE and ensuring adherence to Company HSE and QA procedures. |

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| Group | Software |
| Reports to | Joint Acting CEO (Commercial) |
| Responsible for | Software Trading Group |
| Date agreed | TBC |