



## Role Profile

<b>Job Title</b>	Flyways Manager	
<b>Role Profile Title</b>	Head of Functional Section	<b>Pay band 11</b>
<b>Department</b>	Global Conservation	
<b>Location</b>	UK Headquarters, Sandy	
<b>Reports to</b>	Head of International Strategy and Capacity Building	
<b>Direct Reports (including Volunteers)</b>	2 Senior Partner Development Officer and 1 Partner Development Officers	
<b>Job Purpose</b>	Accountable for the implementation of aspects of the RSPB's strategy and development of wider departmental plans, ensuring effective delivery of the section's work programmes.	
<p><b>The RSPB have generic role profiles linked its pay and reward structure which our job vacancies are aligned to. These include a list of indicative key result areas and requirements for the role.</b></p> <p><b>More specific details on the role can be found in the job advert and accompanying job pack.</b></p>		
<b>Key Result Areas</b>		
<ul style="list-style-type: none"> <li>❖ Develop collaborative external and internal relationships with key stakeholders ensuring that the RSPB is represented and corporate aims are delivered, and securing support for the organisation and nature.</li> <li>❖ Develop, monitor and manage section programmes and projects budgets so that financial targets (income/expenditure) are met.</li> <li>❖ Responsible for compliance across section, adhering to the RSPB's policies and processes in order to manage financial and reputational risk and contribute to suitable mitigations.</li> <li>❖ Contribute to preparing papers and reports for the RSPB's governance and oversee timely reporting of section business metrics in order to enable oversight of section and programmes.</li> <li>❖ Ensure the work of the section is aligned with wider RSPB objectives and procedures in order to manage dependencies and maximise effectiveness and impact across the whole of UK.</li> <li>❖ Accountable for the provision of expertise of the section to internal and/or external audiences monitoring external developments identifying risks and opportunities to inform and add value to the RSPB's strategy and delivery.</li> <li>❖ Develop the skills and capabilities of the section (and self) towards high performance, celebrating successes and promoting the RSPB's values and positive culture at all times.</li> </ul>		

<b>Key Contacts and Working Relationships</b>	
<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"> <li>❖ Country/Deputy Directors and Heads of Function/Operations and Heads of Section to support development and implementation of RSPB Strategy.</li> <li>❖ Occasional interaction with RSPB Trustees and Advisory Committee members as required providing specialist input into papers, policy and project development.</li> <li>❖ Peers in section leadership team to provide effective leadership and business management in section team and working collaboratively to address issues in common across teams.</li> <li>❖ Peers across organisation to share intelligence and best practice, develop common positions and tackle issues as appropriate.</li> <li>❖ Programme Boards and Strategy Boards in order to further the development and delivery of RSPB strategy.</li> <li>❖ Operational colleagues in order to provide support, functional expertise, guidance on standards and seek feedback on context to inform strategic direction.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Network and build rapport with stakeholders at a range of levels in public life (eg politicians, public sector, business, charity and civil society organisations) involved in decisions impacting the RSPB strategy, understanding their operating framework in order to be effective at informing and inspiring support for the delivery of RSPB's objectives.</li> <li>❖ Discussions with other non governmental organisations, individuals and organisations working in specialist fields and those with a similar or complimentary position to ours who we can work in effective partnership.</li> <li>❖ Influential practitioners/commentators and thought-leaders who can play a role in furthering RSPB objectives including peers from academia, journalism, public and private sectors operating in this field of specialism.</li> <li>❖ Professional bodies as relevant to professional function.</li> <li>❖ Other third parties as required relevant to the delivery of the section and to represent the RSPB.</li> </ul>
<b>Financial Responsibility</b>	
<ul style="list-style-type: none"> <li>❖ This role is responsible for specific budgets (including projects). Responsible means: Monitors spend against targets whilst minimising risk. Decides on appropriate expenditure to meet objectives. Manages day-to-day procurement of goods and services, including selecting appropriate suppliers and contractors.</li> <li>❖ This role has sign-off authority for expenditure through, for example, purchase orders.</li> </ul>	
<b>Essential qualifications</b>	
<ol style="list-style-type: none"> <li>1. Degree level qualification in a relevant subject or able to show equivalent ability through work experience.</li> </ol>	
<b>Essential knowledge</b>	
<ol style="list-style-type: none"> <li>2. Knowledge of the RSPB and its mission.</li> <li>3. Team management and development.</li> <li>4. Sound knowledge of functional specialism.</li> <li>5. Project Management Frameworks.</li> </ol>	

## Essential skills

6. Leadership and people management skills, able to develop team members for high performance and build a positive culture.
7. Excellent written and verbal communication skills to present, influence and represent the organisation.
8. Collaboration skills to build relationships, navigate politics and manage conflicts.
9. Project management skills to plan and manage projects, manage risks, costs, time and project teams.
10. Ability to influence others, build partnerships and negotiate.
11. Able to lead change.
12. Competent user of Microsoft office.

## Essential experience

13. Experience of leading and developing teams.
14. Experience of setting standards, managing systems (of oversight and monitoring and review).
15. Provision of professional expertise and advice.

## Desirable qualifications, knowledge, skills and experience

## How we expect you to work

The RSPB has seven key competencies that are important to our organisation's success. We expect all employees to demonstrate these competencies in everything that they do. The heading descriptors of the seven competencies are:

**Direction:**

You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

**Energy:**

You bring energy and urgency to the RSPB to motivate people to do the best they can.

**Capability:**

You build your own and other people's capabilities, directly and indirectly.

**Relationships:**

You communicate effectively and build productive internal and external relationships.

**Change:**

You support continuous improvement and change and constantly look for way to do things better.

**Advocacy:**

You act as an advocate for the RSPB.

**Performance:**

You get things done, achieve ambitious goals and the RSPB's aims.

**In line with these competencies, the following behaviours are essential upon appointment to this particular role and will need to be part of what you do for you to add value to the RSPB:**

- ❖ Describes a compelling vision of the future.
- ❖ Communicates a vision/strategy for the department.
- ❖ Promotes communication across department boundaries.
- ❖ Forms positive relationships with different people.
- ❖ Encourages others to take on the challenge posed by the RSPB's purpose.
- ❖ Provides the resources people need to do their jobs.
- ❖ Supports people during times of change.
- ❖ Ensures others understand what the key messages are that the RSPB advocates.
- ❖ Agrees stretching goals with clear success criteria for the team.
- ❖ Adapts their leadership to suit the different needs of their people and key audiences.
- ❖ Recognises and appreciates work done well.

#### **Additional Information**

- ❖ The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.
- ❖ In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.