



## Impact Pumps –Operations Director

*Join an exciting cleantech start-up that will revolutionise water access for domestic and agricultural use in developing countries and be part of the growth of an innovative and dynamic team.*

We are funded to take our revolutionary Impact Pump through pilot production and commercial trials in partnership with leading corporate and NGO partners in Kenya. We expect this to be followed by scale-up of production and roll-out across East Africa, and later globally.

We are looking for a full-time Operations Director to oversee this exciting stage in the company's development, ensuring supply scales to meet demand, whilst supporting the technical team to bring derived products to market.

### The role

We are looking for a self-starter who will thrive in a start-up environment. Based from our Oxford office, you will provide operational oversight and support to company activities and to coordinate the team in line with schedule and budgetary constraints. You will be involved at a coordination level across all company functions and to take responsibility for certain operational functions.

In this role, you will be expected to:

1. Be motivated, structured, innovative and flexible about getting the job done
2. Take overall responsibility for the following with support from the management team:
  - Overseeing all levels of the product supply chain (component production/sourcing, assembly, QC, packing & shipping) interface smoothly and scale to meet demand;
  - Preparing draft progress reports for funders;
  - Securing appropriate facilities including office and workshop space, access to boreholes/test facilities and storage/warehousing and assembly space as needs evolve;
  - Ensuring all rental and service contracts (IT support, printers, comms) are up-to-date;
  - Keeping on top of IP filing and renewal deadlines;
  - Maintaining and updating the company cloudserver and maintaining paper and online records (financial/HSE/design logs/drawings/meeting minutes/images/film footage etc..), liaising with company accountants and lawyers as appropriate/necessary;
  - Ensuring appropriate insurance, HSE provisions and regulatory compliance.
  - Ensuring company vehicles are maintained and road legal.
3. Support the engineering and design teams by:
  - Ensuring they are highly productive and well supported (e.g. resourced, trained and equipped) in the field across different geographies (e.g. UK, China, India, East Africa);
  - Liaising with the management and engineering teams to schedule and prepare agendas for informal weekly meetings and maintaining workplans;
  - Arranging import and export logistics through our network of forwarding and clearing agents and associated paperwork (packing lists, invoices, tariffs, certificates of origin);
  - Managing field trips including making pro-active travel and accommodation arrangements as necessary;

- Supporting supply requisitions, including order processing, purchasing and oversight of all purchase order administration, chasing suppliers and querying invoices as appropriate.
- 4. Assist the management team in:
  - Managing, negotiating and maintaining third-party supplier, partner and funder relationships and contracts;
  - Representing the company and initiating introductions at networking events and through applicable fora (e.g. OWN, RWSN);
  - All aspects of HR including recruitment, contracts, sub-contracts, reviews, oversight /scheduling working hours around leave and providing general point of contact;
  - Dealer liaison, aftersales support, rapid troubleshooting of any arising problems;
  - Preparing, monitoring and analysing variations in time-plans, budgets and cash-flow forecasts in preparation for management and steering group oversight meetings and overseeing corrective actions;
  - Helping to identify grant funding opportunities and drafting of funding applications.
- 5. Supporting strong, clear communications by:
  - Ensuring key announcements and information is circulated, meetings are facilitated and assistance is provided to new-hires.
  - Ensuring both website and social media communications are maintained.

### **The candidate**

The candidate will demonstrate the following attributes:

- Highly entrepreneurial and self-motivated with a hands-on approach;
- Highly organised with an ability to multi-task, work under pressure and manage a busy workload; to tight deadlines;
- Proactive and able to take initiative;
- Be willing to travel worldwide, sometimes at short notice;
- Good attitude, flexible, and adaptable nature, high integrity and good interpersonal skills;
- Sound commercial instinct to successfully balance tactical decisions with strategic objectives;
- Strong and proven project management skills (ideally demonstrated in an engineering start-up) with at least at least three years' experience in project/programme management roles;
- Financial planning and budget management experience;
- Track record in managing multiple partner and stakeholder relationships;
- Proven contract management experience;
- Demonstrable reporting, project planning and risk management skills;
- Microsoft Office experience

### **Beneficial**

- Existing start-up or fast-growth experience;
- Experience working in developing countries;
- Foreign languages;
- Full, clean, driving licence.



### What is in it for you?

- An opportunity to fulfil a dynamic role with an exciting and fast-growing cleantech start-up in the UK and play a key role in improving the quality of life of people in developing countries.
- You will play a central role in the growth of the company, ensuring that our partners and funders' expectations are exceeded and operational efficiency is constantly improved.
- We believe this could be a great opportunity for the right person and look forward to you joining our team.

### Compensations details

- Competitive (c.£50k starting salary + bonus- negotiable), depending on experience. This is expected to grow with the success of the company.

### How to apply

- Please email your CV with a cover letter explaining your interest in the position to [enquiries@impactpumps.com](mailto:enquiries@impactpumps.com). Please include the names and contact details of two referees. Shortlisted candidates will be invited to attend an interview.

### Closing date for applications

- 15<sup>th</sup> September 2019

***Note: Applicants are required to hold the relevant Visas/Work Permits***

**Impact Pumps is committed to equal opportunity**

**Key words:** start-up, cleantech, operations, project management, budget management, financial planning, energy, water, renewables, developing world, sustainable agriculture, water supply, WASH, drinking, sanitation, irrigation