



JOB ADVERTISEMENT

SENIOR EXPERT, DESIGN

Up to 2 full-time staff positions based in the UK.

May 2023



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

VISION: To set the international standard for ethically delivered expert services in complex and challenging contexts.

MISSION: We use evidence and learning to provide trusted advice and enable change for a sustainable future.

VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practises.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

ETHICS: Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at www.integrityglobal.com.

How the Senior Experts fit into the Integrity team

This will be varied technical and management role at Integrity, working primarily on the design bids.

We are seeking to hire two individuals to fill current vacancies in our Services Team. As a Senior Expert, Design (SED), you will work closely with our Business Team to design winning technical proposals. Other responsibilities include technical delivery and project management on live bids, and wider organisational learning. You will need to work flexibly across Integrity's different services and teams and will be attracted to a fast-paced working environment. The SEDs will be based in London and will report to a senior member of the Services team.

Scope of Work

The SED role is a varied one, including project design, delivery, and learning.

The objective of the role is to ensure high-quality technical design of Integrity implementation and MEL bids and projects. The SEDs will primarily lead the technical design of bids for clients based in the UK. The SEDs will be responsible for developing appropriate and innovative approaches and methodologies to meet the needs of our clients. You will be responsible for ensuring technical proposals are well-written and clearly communicated, capable of conveying detailed solutions to complex needs. You should be able to lead technical design of proposals and bring expertise to help delivery on specific projects. The services areas and thematic areas this post will focus on are:

Services: Technical Advisory, Fund Management, Implementation, Monitoring, Evaluation, Research, & Learning, Data and Knowledge Management .

Thematics: Fragility, Violence and conflict, climate security, economic growth, governance, security and justice.

Terms of Reference

A. Design (60%)

The SEDs play a key role in designing, consolidating, and communicating Integrity's approaches, particularly through developing approach papers, designing methodologies and leading technical proposals. You will:

- Lead the technical design of relevant new Integrity opportunities, from identification and pre-positioning through to submission, negotiation, and inception. This includes the development of technical approaches, selection of methods and tools, team design and work planning.
- Contribute to the articulation, development and roll-out of approaches and methodologies, in line with Company Strategy.
- Develop and sustain strong working relationships with key clients and other relevant accounts.
- Provide constructive quality assurance of technical offers on selected new programmes and/or bids.

- Support the growth and/or improvement of the Integrity service offering.
- Engage with and influence emerging opportunities, delivery concepts and ensure Integrity's MEL offering is responsive to market requirements.
- Lead and/or contribute to internal and external communications on agreed services, thematics and/or geographies.

B. Technical Delivery (20%)

The SEDs will play a role in delivering select projects. This may include leadership and advisory roles and working in collaboration with leading experts from Integrity's bench. You will:

- Support the technical design and development of approaches for delivering projects.
- Undertake desk-based research and writing reports to address client needs.
- Contribute to or undertaking external workshops (i.e., with client teams).
- Undertake reviews and quality assurance of technical deliverables.
- Undertake remote and in-country fieldwork and data collection, as well as data analysis and write up of findings.
- Establish and manage relationships with stakeholders, to ensure effective technical collaboration.

C. Project Management (10%)

The SEDs will support Integrity to deliver its portfolio of projects and relationships on time and to high quality standards through management and governance roles. You will:

- Ensure projects are delivered on time, on budget, to high levels of quality and in keeping with Integrity's ethos, systems, and processes.
- Support the management and oversight of team delivery and work planning.
- Provide oversight of risks and progress.
- Effectively, empathetically, and diligently manage relationships with clients, consortium partners and stakeholders more broadly.

D. Learning (5%)

The SEDs support internal and external learning, particularly around methodological design. This includes building awareness of Integrity's approaches and strengthening the capacity of colleagues to design and deliver to the required standard. You will:

- Work with colleagues to support their professional development in areas of specific expertise, including support in the development of in-house training materials and the delivery of training.
- Engage with the wider sector through attending and participating in external events etc.
- Improve information capture, institutional memory and learning from Integrity's projects.
- Reserve 2% of your time for professional development and learning activities.

E. Staff Management (5%)

- Line manage or mentor select junior Integrity staff and/or corporate consultants.
- Work with colleagues under line management to develop their careers, contributing to professional advancement, job satisfaction and personnel retention.

Your Experience and Expertise

We are seeking individuals with excellent writing and communication skills, and experience in MEL, implementation design and delivery. We are interested in individuals with sector, thematic and geographic experience which relates to Integrity's current portfolio of work.

Experience of the design and management of ODA funds via FCDO and other UK HMG government departments is desired. We are interested in applicants with experience working in the UK public consultancy sector, with UK departments such as the Home Office, BEIS, DEFRA, and MoD.

The SEDs will have:

- A Master's degree in a relevant subject such as economics, political economy, international development or related subject.
- 7-12 years+ of relevant experience working in international development and/or the consultancy sector.
- Significant experience and interest in business development, with a track record of writing successful proposals for donors such as FCDO (or other UK departments) contributing substantively to technical design and wider bid writing, from scoping to bid submissions.
- A strong conceptual understanding of Integrity's service areas with ability to design innovative, practical and commercially viable technical solutions covering the full research cycle from inception to implementation and dissemination.
- Exceptional written communication skills, with ability to independently take on writing of large sections of proposals and client reports.
- Excellent ability to communicate, work in a team, and collaborate with individuals with diverse technical backgrounds and with external stakeholders.
- A good understanding of 1-2 key thematic relevant to the international development sector. Candidates with understanding of climate and natural resources, fragility and conflict preferred.
- The ability to work in a fast-paced environment to tight deadlines.

It is desirable that the SEDs will also have:

- Additional experience designing and delivering implementation contracts in the international development sector, in core Integrity thematics such as fragility and conflict, gender and social inclusion, climate and natural resources, health and education.
- Experience designing and delivering monitoring and evaluation and/or data and knowledge management contracts in the UK domestic market.

Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

Core Competencies

You should also demonstrate the following core competencies. Special emphasis will be on the four competencies highlighted in bold:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply-sm/ and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **30th May 2023**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the UK.

Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by UK data protection laws.