



JOB ADVERTISEMENT

SENIOR EXPERT, DESIGN

Full-time staff position based in the UK.

November 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 Expert, Design fits into the Integrity team

This will be a varied technical and management role at Integrity, working primarily on the design of technical approaches for climate-focused bids and projects.

We are seeking to hire a Senior Expert, Design who will sit in our UK Services Team. Our [Services Team](#) leads the design and delivery of our UK portfolio of projects and is also responsible for organisational learning. It works together with our Business Team, and with our Operations team, to drive Integrity's work around the world.

As a Senior Expert, Design, you will work closely with our Business Team to design winning technical proposals. Other responsibilities include technical delivery and supporting 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 Senior Expert, Design will be based in London - though we support flexible working (further details below), and will report to a senior member of the Services team.

Scope of Work

The Senior Expert, Design 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, with a particular focus on climate security and climate change. You will also be responsible for upskilling other staff in the design and drafting of technical approaches for bids. The Senior Expert, Design will primarily lead the technical design of bids for clients based in the UK, though there may also be a requirement to support US-led design efforts where appropriate. The role will also be responsible for developing appropriate and innovative approaches and methodologies to meet the needs of our clients. You will ensure technical proposals are well-written and clearly communicated, 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: Climate security (primary focus), fragility and violent conflict, humanitarian assistance.

Terms of Reference

A. Design (50%)

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

- **Lead and quality assure design activities:** Lead the technical design of relevant new Integrity opportunities, from identification, initial review, 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, and formal

engagement with the Business team. Provide constructive quality assurance of technical offers on selected new programmes and/or bids, focussing on climate security and climate change.

- **Systematise approach to design:** Support the development and implementation of an overall strategy for Integrity's approach to design, ultimately supporting the growth and/or improvement of the Integrity service offering. This could include contributing to the articulation, development and roll-out of approaches and methodologies, in line with Company Strategy, and consideration of whether client-specific approaches can be adapted for use with other clients.
- **Client and supplier engagement:** Develop and sustain strong working relationships with key clients and other relevant accounts, primarily those working in the area of climate change and climate security.
- **Design communications:** Lead and/or contribute to internal and external communications on agreed services, thematics and/or geographies.

B. Technical Delivery (30%)

The Senior Expert, Design 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 through:

- **Design:** Lead the technical design and development of approaches for delivering projects.
- **Quality Assurance:** Undertake reviews and quality assurance of technical deliverables.
- **Stakeholder engagement and management:** Establish and manage relationships with stakeholders, to ensure effective technical collaboration. Contribute to or undertake external workshops (i.e., with client teams).

C. Organisational Learning (15%)

The successful candidate will 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 through:

- **Sector engagement:** Lead engagement with clients, vendors, partners and experts to understand emerging client needs and appropriate Design solutions. Engagement could include leading or contributing to external meetings, reviewing grey and academic literature, or competitor outputs, or attending and participating in external events.
- **Documenting and applying project learning:** Lead on the systematic identification, documentation, and application of project learning across our portfolio and on bids.
- **Internal training:** 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.
- **Personal development:** Reserve 2% of your time for professional development and learning activities.

D. Staff Management and Leadership (5%)

- **Line management:** Line manage select junior Integrity staff and/or corporate consultants. Work with colleagues under line management to help them develop their careers, contributing to professional advancement, job satisfaction and personnel retention.
- **Services mentoring and coaching:** Provide focused and demand-based mentoring and coaching support for Services staff working on Design activities, for example during bids.

Your Experience and Expertise

We are seeking an individual with excellent writing and communication skills, and experience in implementation design and delivery, and MEL. We are interested in individuals with a background in climate change and climate security.

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 government departments such as the Home Office, DESNZ, and Defra.

The successful candidate should have:

- A Master's degree in a relevant subject such as climate science and policy, sustainability economics, political economy, international development, or related subject.
- 7-12 years+ of relevant experience working in international development and/or the consultancy sector.
- Demonstrable experience designing and supporting the implementation of international development programmes, preferably related to the delivery of technical assistance, capacity building and fund management.
- Experience designing and delivering programmes focused on building disaster resilience, nature-based solutions to climate change, biodiversity protection, environmental crime and/or supporting just energy transitions.
- Significant experience and interest in business development, with a track record of writing successful proposals for donors such as FCDO, Defra or other UK government 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 implementation cycle from inception to delivery and exit.
- Exceptional written communication skills, with ability to independently take on writing 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 issues related to climate security, including: climate change, environmental and biodiversity degradation, human security and community resilience.
- The ability to work in a fast-paced environment to tight deadlines.

It is **desirable** that the Senior Expert, Design also have:

- Experience supporting the design and delivery of programmes in fragile and conflict-affected contexts.
- Experience working with USAID/BHA, UN Agencies, the World Bank, or other donors.

Languages

- Written and oral fluency in English, with excellent communication skills including the ability to write clear and compelling narrative.
- Proficiency in French, Spanish or Arabic desirable.

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 **8th January 2024**. 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.