

JOHN N DUNN GROUP LTD

Managing Director

Applicant Brief



Contents


- A Personal Note from Stephen Bilclough, Chief Executive of John N Dunn Group
- About John N Dunn Group
- Role Description
- Person Specification
- Outline Terms of Employment
- Response Instructions
- Recruitment Process and Timetable

A Personal Note from Stephen Bilclough, Chief Executive of John N Dunn Group

As a third generation family member in the business I am immensely proud to lead the Company into the future. I am passionate about the Company and the people who make it what it is.

It is with mixed feelings that I am tasked with the duty of replacing my elder brother in a senior management role as he chooses to take a different path in life. However, the situation presents us with a unique opportunity to source new talent and diversity at the highest level within the organisation and give us a fresh perspective on the challenges presented by current market conditions.

I am a firm believer in the need to continually strive to improve the business and whilst I am immensely proud of our history and traditional values I am equally looking to the future, to the exciting times that lie ahead for the John N Dunn Group. I firmly believe that this appointment will not only present challenging and rewarding opportunities for successful applicant but also a marvellous opportunity for the Company to move forward and exceed its goals.

A handwritten signature in black ink, appearing to read 'S. Bilclough', with a stylized flourish at the end.

Stephen Bilclough
Chief Executive

About John N Dunn Group

John N Dunn Group provides plumbing, heating, electrical, security systems and renewable energy services to the construction industry throughout the North of England and Scotland's central belt. The Company works with many of the UK's major housing developers, RSL's - including housing associations, local authorities other ALMO's - and commercial contractors on a variety of projects ranging from private housing to major social housing refurbishments to multi-occupancy sheltered accommodation units to commercial installations in factories, prisons, schools and hospitals.

Founded in 1893, the Company has seen turnover rise steadily to £50M and John N Dunn Group Ltd establish itself as the sector's leading sub-contractor gaining a significant share of each of the markets in which it operates. This has been achieved by a combination of impressive organic growth, various business start-ups and targeted acquisitions. This approach has ensured that the Company's long-standing commitments to both exceptional quality and customer service – characteristics that have long separated the business from its competitors – have been preserved.

John N Dunn Group:

- Has achieved turnover growth of 70% in the five years to March 2008
- Has secured forward orders of over £50m from a range of markets within the construction sector
- Has a loyal and skilled workforce of over 450 operational, technical and managerial staff
- Has offices in the North East, Scotland and Yorkshire enabling us to provide services within a continuous geographical area stretching from Sheffield to Perth
- Has an exceptional reputation within all of its markets
- Has a strong balance sheet and cash reserves resulting from generations of good management and cautious stewardship by the family

Organisational Structure

The Company comprises four regional contracting divisions and head office. Each of the regional contracting divisions operates from its own office and stands as an investment centre in its own right. The Managing Director of each division sits on the Company Board of Directors and is supported locally by a divisional executive team.

The Newcastle division operates out of two office locations in North Tyneside and provides mechanical contract services. The Trattles division provides electrical and security systems services and operates out of three office locations in Stockton on Tees and North Tyneside (sharing the two North Tyneside offices with Newcastle division in order to provide integrated M&E services). Both Leeds and Scotland divisions provide mechanical and electrical services from their offices in central Leeds and Broxburn respectively. Head office is located in North Tyneside and provides shared management services for all of the divisions including health and safety, human resources, fleet, IT, finance and admin.

In addition to the Company the Group also includes two associates, Sol₂O Ltd and NGST (Newcastle) Ltd.

Sol₂O Ltd is the Group's renewable energy technology company and provides alternative energy solutions to a variety of clients and markets.

NGST (Newcastle) Ltd is a training company providing training and assessment to the service and installation industries.

Corporate objectives

The Company's mission is to be the number 1 independent provider of plumbing, heating, electrical, security systems and renewable energy services to the construction industry.

To achieve this the Board has sought to strengthen the management structure in numerous ways over recent years adding dedicated management functions and restructuring the business to achieve clarity of purpose and reporting lines.

Throughout this time the Company has improved the business in numerous areas through recruitment, training and system and process review re-engineering exercises. With a focus on long-term value creation the Company aims to foster an entrepreneurial culture backing development ideas with a view to generating revenue streams from new products, markets and customers. The Company is committed to continuing to develop the business and this appointment is viewed as a key opportunity to add diversity to the existing executive team.

Culture

John N Dunn Group offers talented individuals a real opportunity to make their mark. Our people are flexible, hard working and passionate about what they do. We have a no-nonsense, "get it done" attitude to ensure that we meet client requirements and get the job done in as simple a way as possible.

In recent years the business has undergone a significant transformation, moving to a more corporate outlook, implementing wide-ranging technology improvements and diversification into new markets. This transformation has been and continues to be founded on the evolving strategy determined by the Group board and implemented by key senior managers.

Role Description

The role: Ultimate responsibility for commercial, operational and financial performance of the Newcastle division

Reports to: Chief Executive

Main responsibilities

- To lead the divisional team, communicating and engendering belief, enthusiasm and passion for corporate philosophy, values and objectives within the Division
- Full responsibility for the reputation for quality and customer service of the Division
- Full responsibility for P&L and return on capital performance of the Division
- To represent the Division at Board level
- To review and monitor divisional performance against targets and to oversee adherence to corporate strategy, policy and procedure
- To contribute to the senior leadership team of the Company inputting strategic vision, entrepreneurial foresight and proven commercial skills at an executive level

A - Divisional objectives

1. Operational

1.1 Construction management

- Manage a large number of contracts in a challenging risk control environment (large number, remote locations, non-exclusive access, intermittent supervision)
- Optimise labour resource allocation and scheduling to achieve maximum productivity
- Proactively manage client programmes to best fit demand with capacity whilst ensuring achievement of all programme milestones
- Implement and promote effective systems for construction planning, management and control
- Manage supply chain to ensure timeliness of deliveries to optimise productivity – stock balance
- Continually improve operational performance
- Ensure compliance with HSE legal and regulatory requirements
- Ensure corporate HSE policies and procedures are implemented and maintained

1.2 Business management

- Convert Group strategy into operational deliverables
- Implement the strategic business plan for the Division
- Promote the corporate vision for the Division both internally and externally
- Continually strive to improve business processes
- Oversee divisional roll-out of group initiatives including implementation of information technology solutions
- Develop and implement operational plans within the Division
- Ensure compliance with legal, regulatory, ethical and social requirements
- Ensure compliance with corporate policies and procedures
- Implement and ensure divisional compliance with risk management control objectives

1.3 Customer service

- Continually improve divisional levels of customer service to maintain the Company's reputation for service delivery
- Foster a passion for customer service within the Division

1.4 Quality

- Further develop policy, procedure and controls to ensure that all products and services are delivered in accordance with corporate quality standards
- Continually drive the Division towards higher levels of quality through development of a pervasive quality culture

1.5 People

- Provide leadership for the Division and the divisional executive team
- Build universal internal understanding of the Division's markets, customers and objectives
- Adopt a positive leadership style, encouraging and motivating all employees to strive for success
- Encourage innovation
- Develop a positive culture where results are recognised and rewarded
- Encourage ownership and responsibility throughout the Division
- Lead, plan and implement change
- Develop productive working relationships with senior reports
- Plan and manage human resource requirements
- Be accountable for the recruitment, selection and retention of employees
- Monitor the performance of senior employees
- Provide learning opportunities for employees
- Ensure that personal development and succession plans are established
- Ensure that key business information is communicated to employees effectively
- Deliver corporate people strategy within the Division
- Ensure corporate HR policies and procedures are implemented and maintained

2. Commercial

- Develop, maintain and improve relationships with key clients
- Identify and exploit new business opportunities
- Develop and review an effective framework for sales and marketing
- Ensure that all products and services are marketed effectively
- Manage the tender / bid process
- Identify and act promptly on market intelligence and trends
- Analyse and interpret competitor information
- Negotiate commercial contract terms as both supplier and customer
- Form strategic alliances to the benefit of the Division and Company
- Continually improve the Division's corporate image
- Cross sell services of other divisions within the Company
- Design and maintain divisional organisation structure to deliver organisational excellence at divisional level

3. Financial

- Manage budgets
- Implement and monitor performance of controls over contract costs and stocks
- Oversee operation of productivity incentive schemes
- Identify, investigate and take action in relation to apparent contract financial irregularities
- Maximise turnover, cash-flow, profit and return on capital employed (ROCE)
- Monitor, review and optimise working capital position of the Division through focussed management of work in progress, debtors and retentions and trade creditors
- Ensure corporate financial policies and procedures are implemented and maintained

B Corporate objectives

- Form a key part of the executive leadership team for the Company
- Contribute to the development of corporate strategy
- Take an active role in product and brand development for the Company
- Assist in the development of and adherence to best practice standards of corporate governance
- Contribute to the design and implementation of robust business development strategies
- Identify and exploit new business opportunities
- Take an active role in developing and reviewing strategic business plans for the Company
- Contribute effectively towards business risk management processes, assisting in the identification of business risks and the design and development of internal controls
- Develop and maintain productive working relationships with colleagues
- At all times promote the best interests of the Company
- Work as an integral part of the Company Board, balancing the needs of the Division with the needs of the Company as a whole

Person Specification

The post holder will be an outstanding candidate, able to demonstrate the following attributes:

Essential

- Proven track record of successfully managing in a senior construction management role
- Clear commitment to and focus on delivering exceptional customer service and quality
- In-depth awareness of construction market dynamics – trends, pricing, key stakeholders
- Detailed knowledge, experience and understanding of construction economics
- Commercial acumen coupled with demonstrable initiative, strategic insight and entrepreneurial flair
- Dedication, commitment and ambition
- Proven ability to deliver on targets - including corporate growth and organisational excellence
- Skilled and effective negotiator
- Business development skills
- Experience of periodic divisional forecasting / budgeting
- Ability to interpret key financial reports
- Ability to maximise benefits arising from new and existing business networks/contacts
- A high degree of personal integrity
- Excellent communication skills
- Well-developed leadership and motivational skills
- Ability to demonstrate a track record of success developing turnover and profit
- Experience of developing and delivering new products or services to the market
- Previous Board level exposure and good understanding of best practice governance, corporate risk management, internal controls, management principles and organisational behaviour

Desirable

- Degree qualified or possess a recognised industry qualification in a relevant discipline
- Detailed knowledge and understanding of construction management systems and sophisticated techniques for construction planning and control, resource allocation and scheduling
- Experience within the domestic and/or commercial M&E sector
- Proven ability to use technology systems solutions to effect improvements in operational performance
- Network of existing contacts from which new business could be developed
- Experience of creating and implementing policies and procedures within a multi-site control environment

Outline Terms of Employment

Basic Salary: Highly attractive salary. Self-determined (within the constraints of the Group Executive Remuneration policy) by each divisional executive team on the basis of forecast divisional turnover for the forthcoming year.

Bonus: Bonus awards are payable on a sliding scale up to 100% of salary (OTE = 50%), determined by performance against demanding targets based on Company Earnings, Divisional Earnings, Divisional Return on Capital Employed (ROCE) and personal objectives.

Annual Leave: 30 days.

Pension Scheme: Money Purchase/ Defined Contribution scheme. Generous employer contributions.

Death in Service: 4 times earnings

Private Medical Insurance: Provided for Executive plus dependents.

Company Car: Car allowance or Company car provided.

Notice: 12 months notice required for Executive and Company.

Relocation: Assistance with relocation costs may be available to the successful candidate.

Response Instructions

If you wish to apply for this post, please respond by submitting a CV and covering letter plus any other relevant supporting material. Please also indicate your level of remuneration and any benefits you receive or did receive in your current post.

Please note that it is essential that your application contains sufficient information to help evidence that you meet the criteria listed in the Person Specification and have the experience, skills and qualities required successfully to fulfil the duties of the post.

You should give names, positions, organisations and telephone contact numbers of two referees, one of who should be your current employer. If you specifically do not wish referees to be approached without your prior permission, please clearly indicate this fact.

Finally, please ensure that you have included both work and home telephone contact numbers along with email address where appropriate, as well as any dates when you will not be available for interview.

Applications to be sent to:

Scot McHarg
NRG Executive
Lloyds Court
56 Grey Street
Newcastle Upon Tyne
NE1 6AH

Tel 0191 260 4484

Email scotmcharg@nrqplc.com

Deadline for applications – Friday 12 December 2008

Recruitment Process and Timetable

- Closing date for application Friday 12th December
- Preliminary interviews Week commencing 15th December
- Final stage assessment/selection To be confirmed

Should you decide to make a formal application, you should expect to hear from NRG by Monday 15 December if you are being called for preliminary (long-list) interview. Preliminary interviews will normally be carried out by NRG at their offices in Newcastle. Letters will advise those applicants not long-listed.

All long-listed candidates will be advised by telephone immediately after formal short-listing as to the outcome.

For short-listed candidates, arrangements for the final interviews and assessment process will be confirmed with candidates closer to the time.

Queries

Should you have any queries relating to any aspect of this appointment, require additional information, or merely wish to have an informal discussion, please contact Scot McHarg of NRG Executive on 0191-260 4484, email scotmcharg@nrgplc.com

Relocating to the North East?

About the region

<http://www.livingnorth.com/AboutUs/>

<http://www.visitnortheastengland.com/>

<http://www.newcastlegateshead.com/>

<http://www.northeastengland.co.uk/page/business/relocate.cfm>

Government and Council information

<http://www.onenortheast.co.uk/>

<http://www.gos.gov.uk/gone/>

<http://www.northeastcouncils.gov.uk/members/index.cfm>