

JOB DESCRIPTION

Consultant

Resilience Services

This role is an excellent opportunity for a recent graduate or an early career 'mover' who wants to develop their resilience, commercial and consultancy experience. The consultant will work as part of our small expert team, advising and supporting a range of companies in a variety of different sectors and markets throughout the UK, Ireland and other parts of Europe. The job involves supporting the delivery of world class resilience advisory, training and exercise services and contributing to business development, as part of the team. This role will provide the right candidate with valuable personal development in risk disciplines, consultancy and commercial project management, with opportunities for wide exposure to a variety of projects, early responsibility and quick progression.

The consultant will directly support our directors and senior consultants, rising quickly to the challenge of working on numerous different projects simultaneously. The role will suit a self-reliant, analytical, quick learning, diligent and confident problem solver. The role demands the application of initiative and critical thinking, coupled with clear and concise verbal and written presentational skills, and offers responsibility, domestic and international travel. After induction and training the role will involve both team working (virtually and physically) and lone working, always with support available. The consultant will travel throughout the UK and in Europe.

Role Requirements

- Support the design and delivery of advisory, training and exercise related products and services in disciplines including Risk Management, Business Continuity, Emergency Preparedness and Crisis Management (including crisis communications).
- Deliver project requirements and outputs to the required schedule and quality, sometimes with minimal and / or remote supervision, meeting time and resource allocations.
- Develop specific project deliverables, to the required schedule and quality.
- Perform in a team, with directors, senior consultants and alongside associates and other selected third parties, to deliver successful projects.
- Work within the wider team to develop new ideas, methods and to enhance the existing body of IP and Thought Leadership.
- Contribute as directed to business development, including targeting, marketing, and communication activity that generate business opportunities.
- Any other duties within reason and in keeping with the experience and capability associated with this role.
- Package negotiable dependant on experience and realistic targets.

PERSON SPECIFICATION

Consultant

Resilience Services

This is an ideal opportunity for a self-motivated, disciplined and self-reliant person with an enthusiasm for learning more about the resilience profession, impeccable integrity and an appetite for personal development. The successful candidate will be a quick learner, a capable and imaginative problem solver with a healthy balance of creativity and attention to detail, and who thrives in complex and challenging environments. Proactive and able to think and act for him or herself, the consultant will be comfortable working as part of a team and making decisions; they will routinely work hard to exceed expectations. Confident and with excellent listening, analytical, organising and written skills the consultant will be able to build rapport with colleagues and clients, positively influencing situations. The consultant will be comfortable regularly travelling and working remotely (and occasionally on their own).

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Qualification & Attainments	<ul style="list-style-type: none"> • Third Level Business or Resilience related qualification. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Equivalently qualified by experience. 	<ul style="list-style-type: none"> • Resilience or Leadership related professional qualification. • Membership of relevant professional body(ies).
Knowledge & Experience	<ul style="list-style-type: none"> • Working as part of a team, including communicating to team members • Working effectively to line management and communicating clearly. • Delivering outcomes on time and to spec. Working to deadlines. • Critical thinking, analysis and report writing. • Project management. • Time management. 	<ul style="list-style-type: none"> • Some consultancy or advisory experience. • Experience in advisory services. • Experience supporting several projects simultaneously. • Experience in assisting development of productive relationships. • An appreciation of enterprise and operational risk, organisational resilience and the management of business disruptions and crisis, including of relevant resilience guidance and legislation.
Skills & Competencies	<ul style="list-style-type: none"> • Excellent interpersonal, presentation, organising and written skills. • Impeccable integrity and trustworthiness. • Good listening, analytical, decision making and problem solving skills. • Results focused with ability to work remotely on own initiative with minimal supervision. • Highly capable in using MS Office applications (Word, Excel and PowerPoint). • Familiar with Social Media. 	<ul style="list-style-type: none"> • Mac user.
Circumstances	<ul style="list-style-type: none"> • Able to work flexible hours and to travel routinely, often outside the UK. • Able to work from home. • Clean driving licence. 	<ul style="list-style-type: none"> • Passport holder. • Willing to relocate to be near head office.