

## JOB DESCRIPTION: SENIOR CONSULTANT

<b>MISSION STATEMENT:</b>	<p>We are passionate about delivering tailored Business Continuity and Crisis Management solutions, increasing our clients' resilience by improving their ability to prepare for, respond to and recover from disruptive events.</p> <p>Everything we do is rooted in our values of excellence, openness, passion and flexibility.</p>
<b>OVERVIEW OF ROLE:</b>	<p>Our Consultants play an important role in building PlanB Consulting's reputation for quality service by delivering Business Continuity and Crisis Management consultancy, exercises and training to clients worldwide.</p>
<b>REPORTING TO:</b>	Principal Consultant
<b>HOURS OF WORK:</b>	Full time
<b>LOCATION:</b>	Glasgow, UK - plus significant domestic and overseas travel
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Managing consultancy projects, leading on communication with clients and ensuring all projects are delivered on time, to budget and exceeding customer expectations, to maintain and build upon PlanB Consulting's reputation as a leading Business Continuity consultancy</li> <li>• Regularly assisting and/or leading on the development and delivery of exercises and training courses in Business Continuity and Crisis Management to a high standard and in line with PlanB Consulting's values</li> <li>• Identification of opportunities and generating sales through existing and new clients, and with new prospects by responding to proposals and tenders and engaging at industry events</li> <li>• Conducting gap analysis and reviews of organisations' Business Continuity and Crisis Management capabilities, developing high-quality written reports</li> <li>• Contributing to the continual improvement of internal procedures and processes, including maintenance of PlanB Consulting's ISO 9001 and 22301 certifications</li> </ul>

<b>SKILLS &amp; EXPERIENCE:</b>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge and experience in the fields of Business Continuity, Crisis Management, Information Security and/or Disaster Recovery</li> <li>• Ability to produce high-quality, formal written reports with an excellent standard of English</li> <li>• Experience of delivering training and presentations to a range of audiences, including C-suite</li> <li>• Proven project management skills</li> <li>• Higher education qualification in relevant subject e.g. MA, MSc</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of IT systems and infrastructure</li> <li>• Experience of delivering work in a consulting environment</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills which will help facilitate strong working relationships with clients and colleagues</li> <li>• Flexible and dynamic, with a strong work ethic and willingness to engage in regular travel across the UK and globally</li> <li>• Honest and trustworthy, with an open and transparent approach to delivering all work</li> </ul> <p>In addition, applicants should display strong evidence and development of ability in PlanB Consulting Core Competencies:</p> <ul style="list-style-type: none"> <li>• Attention to Detail and Organisation</li> <li>• Client Relationship Management</li> <li>• Problem Solving</li> <li>• Team Working and Collaboration</li> </ul>