

JOB DESCRIPTION: GRADUATE CONSULTANT

OVERVIEW OF COMPANY OBJECTIVE:	To provide high-quality and innovative Business Continuity consultancy to clients, to protect and preserve their organisation from risks and allow for swift and effective recovery from disruptive incidents.
OVERVIEW OF ROLE:	Our Graduate Consultants play an important role in building PlanB Consulting's reputation for quality service by supporting Consultants in the delivery of Business Continuity and Crisis Management consultancy, exercises and training to clients worldwide.
REPORTING TO:	Director of Operations
HOURS OF WORK:	Full time
LOCATION:	Glasgow, UK - plus significant domestic and overseas travel
DUTIES:	<ul style="list-style-type: none"> • Supporting Consultants' / Directors' delivery of on- and off-site Client consulting, to maintain and build upon PlanB Consulting's reputation as a leading Business Continuity consultancy • Assisting with 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 • Taking notes during on-site delivery, client meetings and calls and during Business Continuity interviews, writing up results and following up on actions • Working with Consultants and the Sales & Marketing Manager to develop proposals and sales collateral • Contributing to the continual improvement of internal procedures and processes • Assisting Consultants, Business Support Manager and company Directors as required

SKILLS & EXPERIENCE:	<p>Essential:</p> <ul style="list-style-type: none"> • Ability to produce high-quality, formal written reports with an excellent standard of English • Experience of delivering presentations • Excellent time management and prioritisation of activities • Ability to self motivate • Higher education qualification e.g. MA, MSc <p>Desirable:</p> <ul style="list-style-type: none"> • Previous knowledge in the fields of Business Continuity, Crisis Management, Information Security and/or Disaster Recovery • Experience of delivering work in a consulting environment
COMPETENCIES:	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills which will help facilitate strong working relationships with clients and colleagues • Flexible and dynamic, with a strong work ethic and willingness to engage in regular travel across the UK and globally • Honest and trustworthy, with an open and transparent approach to delivering all work <p>In addition, applicants should display strong evidence and development of ability in PlanB Consulting's Core Competencies:</p> <ul style="list-style-type: none"> • Attention to Detail and Organisation • Client Relationship Management • Problem Solving • Team Working and Collaboration