

<b>JOB DESCRIPTION: SENIOR CONSULTANT</b>	
<b>OVERVIEW OF COMPANY OBJECTIVE:</b>	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.
<b>OVERVIEW OF ROLE:</b>	Our Consultants plays an integral role in building and maintaining PlanB Consulting's reputation for quality service through the effective delivery of Business Continuity and Crisis Management consultancy, exercises and training.
<b>REPORTING TO:</b>	Director of Operations
<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>• Management of consultancy projects with Director oversight, delivering projects within agreed timescales and to budget, to maintain and build upon PlanB Consulting's reputation as a leading Business Continuity consultancy (e.g., running kick-off meetings, tracking progress against milestones, ensuring project profitability and delivery on client expectations)</li> <li>• Regular 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 leads and sales through existing and new clients, and with new prospects by responding to proposals and tenders and engaging at industry events</li> <li>• Contributing to the continual improvement of internal procedures and processes, including contributing to the maintenance and winning of ISO certifications for the business</li> <li>• Ability to mentor new consultants and help them improve their knowledge, competency and consultancy skills</li> </ul>

<p><b>SKILLS &amp; EXPERIENCE:</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Excellent presentation skills and experience of delivering training courses to a range of different audiences</li> <li>• Ability and experience in planning and delivering complex projects, often within tight timescales</li> <li>• Ability and experience of producing high-quality, formal written reports</li> <li>• Higher education qualification in relevant subject, e.g. MA, BSc</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience in Business Continuity and/or Crisis Management, including experience of delivering work in accordance with BCI Good Practice Guidelines 2018 and/or ISO 22301</li> <li>• Specialist knowledge in the fields of Cyber Security, Risk Management Information Security and/or Disaster Recovery, including knowledge of ISO 27001</li> <li>• Experience of delivering work in a consulting environment</li> <li>• Experience in responding to and managing live incidents, either in a business setting or with emergency services or armed forces</li> </ul>
<p><b>COMPETENCIES:</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills which will help to 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> <li>• Motivating and inspiring others to cultivate a high performance culture</li> </ul> <p>In addition, applicants should display strong evidence and development of ability in the 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> <p>Strong evidence and development of ability in PlanB Consulting’s Advanced Competencies is also desirable for this role:</p> <ul style="list-style-type: none"> <li>• Commercial Acumen</li> <li>• Leadership</li> </ul>