

JOB DESCRIPTION: SENIOR 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 Consultants play 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.
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">• 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)• 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• 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• Contributing to the continual improvement of internal procedures and processes, including contributing to the maintenance and winning of ISO certifications for the business

SKILLS & EXPERIENCE:	Essential: <ul style="list-style-type: none">• Excellent presentation skills and experience of delivering training courses to a range of different audiences• Ability and experience in planning and delivering complex projects, often within tight timescales• Ability and experience of producing high-quality, formal written reports• Higher education qualification in relevant subject, e.g. MA, BSc
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	<p>Desirable:</p> <ul style="list-style-type: none"> • 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 • Specialist knowledge in the fields of Cyber Security, Information Security and/or Disaster Recovery, including knowledge of ISO 27001 • Experience of delivering work in a consulting environment • Experience in responding to and managing live incidents, either in a business setting or with emergency services or armed forces
<p>COMPETENCIES:</p>	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills which will help to 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 • Motivating and inspiring others to cultivate a high performance culture <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"> • Attention to Detail and Organisation • Client Relationship Management • Problem Solving • Team Working and Collaboration <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"> • Commercial Acumen • Leadership