

JOB DESCRIPTION: SENIOR CONSULTANT

OVERVIEW OF COMPANY OBJECTIVE:	<p>To provide high-quality and innovative Business Continuity and Crisis Management consultancy to clients, to protect and preserve their organisation from risks and allow for swift and effective recovery from disruptive incidents.</p>
OVERVIEW OF ROLE:	<p>Our consultants play an integral role in building and maintaining PlanB Consulting's reputation for quality service through the effective delivery of Business Continuity, Cyber Incident Management and Crisis Management consultancy, exercises and training.</p> <p>The work will involve travel throughout the UK, roughly 3-5 days a month and some overseas travel.</p>
REPORTING TO:	<p>CEO</p>
HOURS OF WORK:	<p>Full time</p>
LOCATION:	<p>Glasgow preferred but will consider candidates throughout the UK. We offer flexible location working so there is opportunity to work from home even if you live near the office.</p> <p>Note candidates must be eligible to work in the UK.</p>
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 while achieving client expectations) ⇒ 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 by responding to proposal requests and tenders and engagement at industry events ⇒ Contributing to the continual improvement of internal procedures and processes that support the ISO certifications the business holds.

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SKILLS & EXPERIENCE:	<p>Essential:</p> <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 ⇒ Initiative and the ability to work unsupervised <p>Desirable:</p> <ul style="list-style-type: none"> ⇒ Higher education qualification in relevant subject, e.g. MA, BSc ⇒ 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
COMPETENCIES:	<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 travel across the UK and globally ⇒ Honest and trustworthy, with an open and transparent approach to delivering all work ⇒ Motivating and inspiring others to create a high-performance culture achieving industry setting outcomes <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

WHAT IS IT LIKE TO BE A SENIOR CONSULTANT?

- ⇒ This is an exciting and interesting role with no two days are ever the same.
- ⇒ You will be given a full induction course to ensure that you have the skills and knowledge to carry out your role.
- ⇒ You will receive some of the best formal and informal training in the business continuity industry. All our staff, whether they are consultants or support staff attend the CBCI course within 6 weeks. Details [here](#).
- ⇒ You will work in teams usually with a Director to provide technical advice and with support from one or two consultants.
- ⇒ You manage your own diary, diarise work in line with client's requirements and have the freedom to work from home or in our office in central Glasgow.
- ⇒ There is a full career path within PlanB Consulting so you have the ability to progress through the company, take on further responsibility and earn more money & benefits.
- ⇒ You will play a full role in the development of the company and contribute to business development, strategy and objectives.

Please sent CV and accompanying letter to: recruitment@planbconsulting.com