

JOB DESCRIPTION: CONSULTANT (suitable for a graduate)

OVERVIEW OF COMPANY OBJECTIVE:	<p>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.</p>
OVERVIEW OF ROLE:	<p>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.</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"> ⇒ 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 Business Development 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

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<p>SKILLS & EXPERIENCE:</p>	<p>Essential:</p> <ul style="list-style-type: none"> ⇒ We will consider applications from graduates from any discipline ⇒ 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 <p>Desirable:</p> <ul style="list-style-type: none"> ⇒ Higher education qualification e.g. MA, MSc ⇒ Previous knowledge in the fields of Business Continuity, Crisis Management, Information Security and/or Disaster Recovery ⇒ Experience of delivering work in a consulting environment
<p>COMPETENCIES:</p>	<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

WHAT IS IT LIKE TO BE A CONSULTANT?

- ⇒ This is an existing 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 very rapidly be working on client work and getting involved in the delivery of assignments.
- ⇒ You will work in teams delivering projects but will work over a number of projects at the same time increasing your knowledge of different industries and be involved in the delivery of lots of different products.
- ⇒ You manage your own diary 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 responsibility and earn more money and benefits.

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