

Job Description

Job Title	Senior Consultant Salary £53,000 - £70,000
Reports to	A member of the Management Team

Key Objectives and Responsibilities

- To achieve revenue targets by proactively developing new business and generating repeat business from existing client base.
- Design and deliver tailored and open programmes that are innovative and support our clients to release potential, deliver performance and increase productivity, meeting and exceeding client expectations.

Key Tasks

Business Development

- Develop new business opportunities for tailored programmes by generating new prospect and lead opportunities. Although the primary focus is on tailored programmes, you will be expected to support as appropriate, Open, Research and Qualifications business development activities.
- Lead on the proposal/tendering process for assigned lead opportunities, drawing in expertise from the Consultant community, leading to successful bids for work.
- Annually, achieve individual revenue and delivery targets, monitoring progress and providing regular updates to support achievement of annual organisation revenue and delivery targets.
- Working with colleagues, proactively develop relationships with clients and other key stakeholders, managing projects with organisations that fall within our target sectors/markets.
- Using our CRM system to support business development and account management activities.

Account Management and Delivery

- Through account management, maintain and develop existing client relationships, ensuring a high quality, responsive service is provided in order to maximise repeat business opportunities.
- Design and deliver tailored and open programmes to the highest standard to meet client expectations, working with permanent staff and associates.

Thought Leadership and Community

- Contribute to Roffey Park's thought leadership, product and practice development.
- Participate in issue-based research projects within chosen areas of expertise as appropriate and in the dissemination through published articles and blog posts for example.
- Promote Roffey Park through social media, networking, attending and speaking at appropriate conferences, seminars and workshops as agreed.
- Build effective relationships with colleagues across the business, at all levels, working collaboratively to ensure that a high quality and responsive customer service is provided to clients.
- Contribute to the development, management and delivery of residential open programmes and qualifications programmes, as required.

- Build knowledge of associate group expertise.

Personal Development

- Develop sales and practice capabilities in order to be successful in your role and add value to our clients and Roffey Park.

Person Specification

Attributes, experience, qualifications, skills

Essential

- Evidence of sustained performance and experience at a Senior level in proactively generating business revenue and top quality client management.
- Commercial acumen with a focus on adding value to our clients.
- A credible and influential communicator, with a concise and persuasive written style.
- Experience of designing creative and impactful development solutions.
- Experience of delivering senior level development programmes in the areas of leadership and management, organisational development or HR.
- Excellent relationship building, communication and influencing skills across a diverse range of people.
- Ability to analyse complex problems and think systemically, able to get to the heart of client needs.
- Deep facilitation skills.
- Client focused.
- Excellent project management skills, technology proficiency and quality orientation.
- Willing to be an integral part of our community.
- Willing to work independently and in collaboration.
- Resilient.
- Flexibility to travel within the UK, Europe and internationally to deliver our work.

Approved by Job Holder

Name:			
Signature:		Date:	

Approved by Line Manager/Head of Department

Name:		Position:	
Signature:		Date:	