



## **Job description and person specification. Consultancy Manager**

### **Introduction**

An opportunity has arisen for a Part Time Health and Safety Consultancy Manager to work alongside the current strategic management team and consultancy department. The role will oversee and implement the strategy for the department and manage day to day issues arising. The role will report directly to the Operations Director.

Applicants are requested to send a **CV and application form** (labelled **Consultancy Manager application**) to:

Charlotte Beale  
RB Health and Safety Solutions Ltd  
Blacklands Business Centre  
15 Fearon Road,  
Hastings, East Sussex. TN34 2EP  
Email: [charlotte.collyer@rbhealthandsafety.co.uk](mailto:charlotte.collyer@rbhealthandsafety.co.uk)

### **Job advert**

RB Health and Safety Solutions are seeking a highly motivated, strategic and proactive part time Consultancy Manager (office based in Hastings). Experience of managing teams and working in the health and safety consultancy sector are essential.

### **Job description**

Job title: Consultancy Manager  
Responsible to: Operations Director  
Hours of work: 09:00hrs – 17:00hrs Monday – Friday (3 days per week)  
Pay Scale: £30,000 part time salary (equivalent to £50k full time)  
Location: Office based in Hastings  
Closing date for receipt of CV's: 31<sup>st</sup> Aug 2021  
Interview date: TBC  
Start date: As soon as available.

### **Summary of main responsibilities**

- Writing quotes and proposals
- Developing and overseeing implementation of the overall strategy for the department (including service delivery and administration support)
- Reporting to the senior management team on departmental performance
- Managing day to day issues within the consultancy department
- Training and development of consultancy teams
- Arranging and chairing regular update meetings with the consultancy teams
- Data analysis
- Exploring further opportunities for cross selling services to clients
- Undertaking other administration duties as dictated by the needs of the organization, including the writing of reports and maintenance of appropriate records
- Sales and promotion of services
- Achieving key performance indicators and sales targets

## Person Specification – Business Development Manager

Criteria	Essential / Desirable
<ul style="list-style-type: none"> <li>➤ Experience                             <ul style="list-style-type: none"> <li>○ Working in a strategic role</li> <li>○ Working in or able to demonstrate understanding of the consultancy service delivery</li> <li>○ Managing teams</li> <li>○ Work without direct supervision and able to develop own skills</li> <li>○ Liaising with potential clients and senior managers</li> <li>○ Working in a sales lead environment</li> <li>○ Working with / meeting senior managers and decision makers</li> <li>○ Building and managing relationships with stakeholders</li> </ul> </li> </ul>	Essential
<ul style="list-style-type: none"> <li>➤ Skills                             <ul style="list-style-type: none"> <li>○ Able to work to deadlines and meet KPI's</li> <li>○ Leadership skills</li> <li>○ Excellent communication skills with a diverse range of people</li> <li>○ Computer skills including Word, Excel, PPT or willingness to develop</li> <li>○ Ability to communicate and present to senior managers across a range of organizations</li> <li>○ Commercial awareness with full understanding of how to maximise profit</li> <li>○ Ability to work as part of a team</li> </ul> </li> </ul>	Essential
<ul style="list-style-type: none"> <li>➤ Qualifications                             <ul style="list-style-type: none"> <li>○ IT qualifications (Word, Excel, Outlook, PowerPoint)</li> <li>○ Health and safety (NEBOSH or equivalent)</li> <li>○ Business / Management qualification</li> </ul> </li> </ul>	Desirable
<ul style="list-style-type: none"> <li>➤ Other Requirements                             <ul style="list-style-type: none"> <li>○ Self-motivated</li> <li>○ Work additional hours as required by the nature of the business</li> <li>○ Willingness to learn and develop personal skills and qualifications</li> </ul> </li> </ul>	Essential

<ul style="list-style-type: none"><li>o Commitment and loyalty to the organisation's mission</li><li>o Ambition and drive to help the organisation grow</li></ul>	
<p>➤ Knowledge of health and safety would be an advantage but not essential as training will be provided.</p>	<p>Desirable</p>