



Job description and person specification. Consultancy Manager

Introduction

An opportunity has arisen for a Full 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. An essential part of this role is experience of working in Health and Safety. 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

Job advert

RB Health and Safety Solutions are seeking a highly motivated, strategic and proactive full time Consultancy Manager. 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 (additional hours maybe required for on-site working at clients premises)
Pay Scale: £60,000
Location: Office based (Hastings), On-site with clients (UK Wide), some home working
Closing date for receipt of CV's: 30th Nov 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)
- Undertaking consultancy jobs such as audits, risk assessments etc
- 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
- Liaising with clients
- 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"> ➤ Experience <ul style="list-style-type: none"> ○ Working in a strategic role ○ Working in or able to demonstrate understanding of the consultancy service delivery ○ Managing teams ○ Work without direct supervision and able to develop own skills ○ Liaising with potential clients and senior managers ○ Working in a sales lead environment ○ Working with / meeting senior managers and decision makers ○ Building and managing relationships with stakeholders 	Essential
<ul style="list-style-type: none"> ➤ Skills <ul style="list-style-type: none"> ○ Able to work to deadlines and meet KPI's ○ Leadership skills ○ Excellent communication skills with a diverse range of people ○ Computer skills including Word, Excel, PPT or willingness to develop ○ Ability to communicate and present to senior managers across a range of organizations ○ Commercial awareness with full understanding of how to maximise profit ○ Ability to work as part of a team 	Essential
<ul style="list-style-type: none"> ➤ Qualifications <ul style="list-style-type: none"> ○ IT qualifications (Word, Excel, Outlook, PowerPoint) ○ Health and safety (NEBOSH or equivalent) ○ Business / Management qualification 	Desirable
<ul style="list-style-type: none"> ➤ Other Requirements <ul style="list-style-type: none"> ○ Self-motivated ○ Work additional hours as required by the nature of the business 	Essential

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