

JOB DESCRIPTION: CONSULTANT	
OVERVIEW OF COMPANY OBJECTIVE:	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.
OVERVIEW OF ROLE:	Our Consultants play an integral role in building PlanB Consulting's reputation for quality service through the effective delivery of Business Continuity and Crisis Management consultancy, exercises and training to clients worldwide.
REPORTING TO:	Senior Consultant
HOURS OF WORK:	Full time
LOCATION:	Glasgow, UK - plus significant domestic and overseas travel
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 • Regular 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 sales through existing and new clients, and with new prospects by responding to proposals and tenders and engaging at industry events • Contributing to the continual improvement of internal procedures and processes, including contributing to the maintenance and winning of ISO accreditations for the business

SKILLS & EXPERIENCE:	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Knowledge and experience in Business Continuity and/or Crisis Management, including experience of delivering work in accordance with BCI Good Practice Guidelines 2013 and/or ISO 22301 • 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 • Degree in relevant subject e.g. MA, MSc, BSc or proven equivalent skills and experience. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Specialist knowledge in the fields of 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 facilitate strong working relationships with clients and colleagues. • Flexible, 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 • Strong analytical skills <p>In addition, applicants should display strong evidence and development of ability in 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 Advanced Competencies:</p> <ul style="list-style-type: none"> • Commercial Acumen • Leadership