

Job Title:	Consultant
Reports to:	Senior Consultant / Managing Consultant

Job Description:

What we expect from this role:

You will work as part of a team to help clients solve issues, create value, maximise growth and improve their business performance. You will achieve this by applying your consultancy or operational skills and experience to one or more projects, initially leading specific projects tasks and activities and, over time, taking increased responsibility for specific workstreams or individual projects, under the direction of a Senior Consultant or Managing Consultant.

What you will be required to do:

SHOW Leadership: we thrive on delighting our customers and helping each other reach our full potential. Your responsibility is to:

- own and be accountable for the project tasks assigned to you
- use your consulting and operational skills and experience to advise clients on their needs and to design solutions and recommendations that will deliver lasting change and value to their business
- support the engagement with clients to scope projects, taking ownership for developing aspects of the project plan
- actively collaborate with fellow Consultants to share your skills and learn new skills from them
- pro-actively engage with your Senior Consultants and Managing Consultant to support the development of your project work and region
- develop your leadership capabilities through your interactions with the Managing Consultant, Consulting Director and other senior members of the GBP leadership team.

SUPPORT Market Making: we want to be leaders in our chosen markets and be the 'go-to' consultancy for our clients. Your responsibility is to:

- be aware of opportunities that may present themselves on client project work, and support the Senior Consultants/Managing Consultant in developing propositions to address these
- support the development of your regional account management strategies by contributing client / market insights to the Managing Consultant and Senior Consultants
- support the production of high-quality bids, project propositions and/or thought leadership material.

DELIVER Operational Excellence: to remain current we have to deliver excellence, and build on excellence. Your responsibility is to:

- diligently define, plan, and develop the tasks and activities of your projects, and ensure effective communication with other members of the team
- monitor the implementation of your tasks, and ensure they are delivered to time, quality and budget
- monitor and report the risk of the project and propose appropriate and timely corrective action to mitigate undesirable outcomes
- support and promote a culture of learning across the team
- support the development of project reports and deliverables, leading or contributing to aspects of the report writing

- actively participate in post-project delivery reviews, and implement any lessons learned agreed by the team
- follow the standards, norms, processes and practices of the consulting business and pro-actively seek support from the Senior Consultant and/or fellow Consultants as and when required
- support the provision of training to other team members in skills that you have mastered, and pro-actively seek opportunities to grow your own experiences and skills.

PURSUE Healthy Financial Returns: we have an ambitious programme to grow our business and create new opportunities for the team. Your responsibility is to:

- support the Managing Consultant in costing new project opportunities
- monitor and manage the resource plan for your project(s)
- closely monitor the billable utilisation and expense levels of your project resources, promptly alerting the Managing Consultant of any expected deviations from budget, and proposing suitable mitigating actions.

LIVE Our Values and Ethos: we are proud of who we are, the way we behave and what we are aspiring to be. The Compass below captures the essence of our business ethos – setting standards, delivering results for clients, developing self and others – and the core management behaviours and values we strive to demonstrate. Your responsibility is to:

- understand the importance of this ethos and these values to our business culture, and promote them in your day to day interaction with customers, suppliers and fellow staff.



Key Internal & External Clients:

- Members of Consultancy Team
- Other GBP teams and the Senior Management Team
- NHS Trusts & Commissioning Organisations (STPs, CCGs, NHSE/I)
- General Practices / Primary Care Networks
- Local Council Departments, Officers & Politicians
- Private Health & Care Providers
- Charities
- NHS Property Services
- Community Health Partnerships

What you will need to bring to this role:**Experience / Education:*****Essential***

- 1 - 5 years of management consultancy and/or industry experience, preferably in health, social care and local government.
- A Degree or equivalent professional qualification in a management discipline (preferably in business administration, strategy, finance, project management or healthcare management), or at least 3 years of operational management experience in one of these fields.
- A track record of business advisory, project management or operational experience, which preferably (but not necessarily) aligns with our key capabilities in estates and facilities management, asset management, options appraisals, and business case development and implementation.

Desirable

- Experience of working in professional teams.
- Knowledge of the structure, practices and workings of the NHS, social care and local government sectors.
- A Business Case qualification, Healthcare Planning qualification and/or Project Management qualification.
- Experience of account plan management.

Skills / Attributes:***People:***

- Proven ability to work collaboratively in a team, and equally effective at working alone.
- High energy, self-motivation, and an ability to quickly adapt to the demands of our marketplace.

Business Development / Communication & Engagement:

- Excellent verbal and written communication skills.
- Demonstrated ability to use social media tools to promote GBP's work.

Efficient & Effective Project Management:

- Inquisitive approach to project management and problem solving.
- Proven ability to manage project tasks to time, quality and budget.

Technical:

- Highly numerate and adept / keen to gain skills and knowledge of project finance / accounting.
- Strong computer skills with advanced proficiency in the use of Microsoft Office applications particularly, Excel, PowerPoint, Word and Project Management.

Other Considerations: (travel requirements)

A lot of our activity, particularly post Covid, can be delivered remotely and home-based working is normal practice. However, based on the nature of the projects he/she is assigned to, and the location of our clients, the incumbent may be required to:

- undertake regular weekly travel, both locally and nationally;
- reside in hotels for one or more nights on a regular (possibly weekly) basis; and
- own / drive a car.

Job Holder Signed:

Date: