

## MyJobDescription

<b>Job Title:</b>	Senior/Principal Consultant
<b>Company:</b>	GroundSure
<b>Reports To:</b>	Managing Director
<b>Direct Reports:</b> Numbers & job titles, rather than names	None

<p><b>Key Purpose</b> In the most simplistic terms, what are the 3 or 4 things that the role holder needs to perform really well.</p>	<ul style="list-style-type: none"> <li>• Project management of consultancy project work (Phase 1, 2, 3, Audits, Formal Second Opinions, etc)</li> <li>• Technical lead on consultancy project work</li> <li>• Budgetary control of consultancy project work</li> <li>• Workflow management</li> <li>• Junior staff supervision</li> <li>• Writing / Reviewing of Proposals and Reports</li> </ul>
<p><b>Key Accountabilities</b> Specific statements outlining what the employee is ultimately responsible for delivering. These are the things they will be measured against.</p>	<ul style="list-style-type: none"> <li>• Demonstrable improvements in proposal / tender success rates</li> <li>• Delivery of technically robust consultancy services to client</li> <li>• Projects delivered on time and within budget</li> <li>• Delivery of consultancy services exceeding client expectations</li> <li>• Ability to review and support junior staff report writing and contribution</li> <li>• Ability to manage workflow and project delivery with minimal supervision</li> <li>• Ability to manage multiple projects at any one time provided appropriate resources provided to support this</li> <li>• Continual improvement of consultancy services and staff knowledge.</li> </ul>

<p><b>Qualifications &amp; Experience</b> Outline qualifications and specific experience which are required for this role. Consider: What specific technical knowledge is needed? Subjects / qualifications a person should have studied and to what level? Professional membership e.g. CIM, ACCA. Type of work that is important or environments they have worked in. Level of responsibility held</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Educated to a degree level. Likely second degree and relevant professional qualifications</li> <li>• Comprehensive capability to supervise, design, manage and deliver consultancy project work service under minimal supervision</li> <li>• Comprehensive understand of current environmental legislation and how it relates to GroundSure business</li> <li>• Comprehensive understand of future environmental legislation and how it relates to GroundSure business</li> <li>• Ability to talk to clients on a technical / non technical basis</li> <li>• In depth knowledge of all GroundSure commercial reports products and data</li> <li>• In depth knowledge of all GroundSure commercial risk methodology and outcomes</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Knowledge of wider aspects of the environment and ability to contribute to new work areas</li> <li>• Ability to identify additional client requirements and develop solutions for servicing such within the environmental field</li> <li>• Ability to assist in business development based on experience and knowledge, and client relationships</li> </ul>
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<p><b>Skills &amp; Competencies</b> What skills &amp;/or competencies are required for this role? For example planning &amp; organising, relationship building, customer service.</p>	<ul style="list-style-type: none"> <li>• Lead GroundSure consultancy project services to all client sectors</li> <li>• Ability to draw upon junior staff resource and provide appropriate instruction, supervision and training to staff as required</li> <li>• To keep line manager fully up to date of all consultancy project work activity, proposal / tender success, workflow, etc</li> <li>• Handle full range of client queries relating to consultancy project work</li> <li>• Maintain ownership of consultancy project management Tracker</li> <li>• Provide appropriate support to Finance and other teams as required to enable their support to consultancy project work</li> <li>• Provide internal training to junior staff as required</li> </ul>
<p><b>Personal Attributes</b> Specify the characteristics which are required for the role. For example gregarious, self sufficient, works autonomously</p>	<ul style="list-style-type: none"> <li>• Analytical and objective in approach</li> <li>• Engaging with colleagues, clients and suppliers</li> <li>• Ability to lead and work unsupervised</li> <li>• Exceptional attention to detail</li> <li>• Lateral thinker</li> </ul>

<p><b>Values</b> (refer to myemap for full definitions)</p>	<p><b>How these will be demonstrated in the role</b></p>
<p><b>Accountable</b></p>	<p>Responsible for driving and delivering consultancy project work Timely and informed input into the direction/strategy of pursuit accounts Projects delivered on time and within budget Reporting of performance of consultancy project work</p>
<p><b>Brave</b></p>	<p>Confident and reliable in the delivery of consultancy services Strives for continuing improvement of service, reporting and self</p>
<p><b>Collaborative</b></p>	<p>Work with clients to gain a sound understanding of issues and objectives before proposing solutions. Effective in engaging and working with colleagues in all areas of the business. Contribute to NPD process based on prospect discussions and participate (where appropriate) in NPD meetings</p>
<p><b>Decent</b></p>	<p>Trusted advisor to clients and respected for a collaborative approach by colleagues</p>
<p><b>Essential</b></p>	<p>Ability to quickly grasp the positive business impact of GroundSure solutions and apply them to client situations demonstrating exceptional client value</p>

<p><b>Prepared by:</b> Dan Montagnani</p>	<p><b>Date:</b> 14 July 2010</p>
<p><b>Agreed by:</b> Dan Montagnani</p>	<p><b>Date:</b> 14 July 2010</p>