

JOB DESCRIPTION: GRADUATE CONSULTANT	
COMPANY VISION:	We are passionate about delivering tailored Business Continuity & Crisis Management solutions, increasing our clients' resilience by improving their ability to prepare for, respond to and recover from disruptive events.
OVERVIEW OF ROLE:	Graduate Consultants play an important role in building PlanB Consulting's reputation for quality service by supporting the delivery of Business Continuity and Crisis Management consultancy, exercises and training to clients worldwide. Graduate Consultants are trained to recognised industry standards and exposed to a range of work and clients across the private, public and private sectors, to ensure that they can pursue a varied, exciting and rewarding career in Business Continuity and Crisis Management.
REPORTING TO:	Principal Consultant
HOURS OF WORK:	Full time
LOCATION:	Linwood, UK - plus significant domestic and overseas travel
DUTIES:	<ul style="list-style-type: none"> • Assisting Project Managers with the coordination and delivery of Consultancy projects, to maintain and build upon PlanB Consulting's reputation as a leading Business Continuity and Crisis Management consultancy. • Regularly assisting with the 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. • Taking notes during on-site delivery and client meetings, writing up results and following up on actions. • Analysing complex data relating to Business Continuity, drawing conclusions and writing reports to a standard required by senior management audiences. • Helping the company meet sales targets by contributing to the development of proposal documents and tender responses. • Providing assistance to clients utilising Business Continuity Software as a Service, including responding to service requests from clients. • Contributing to the continual improvement of internal procedures and processes in accordance with PlanB Consulting's ISO 9001 and ISO 22301 certifications.

SKILLS & EXPERIENCE:	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Ability to produce high-quality, formal written reports with an excellent standard of English. • Experience of delivering presentations. • Excellent time management and prioritisation skills. • Higher education qualification in relevant subject e.g. MA, MSc. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Previous knowledge in the fields of Business Continuity, Crisis Management, Emergency Response, Information Security, Risk Management or Disaster Recovery. • Experience of delivering work in a consulting environment. • Full, clean UK driving license.
COMPETENCIES:	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills which will help facilitate strong working relationships with clients and colleagues. • Flexible and dynamic with a willingness to ‘pitch in’ on a range of tasks to meet the needs of the business. • 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. <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.

Additional Information

PlanB Consulting – one of the United Kingdom’s leading specialist Business Continuity and Crisis Management consultancies – have an exciting opening for a Graduate Consultant based at our headquarters in Linwood, near Glasgow.

At PlanB Consulting, we take great pride in offering opportunities to graduates and those with little or no experience in Business Continuity and Crisis Management. Using a blend of classroom and ‘on the job’ training, PlanB Consulting has a proven track record of building graduates’ technical abilities in Business Continuity and Crisis Management. In addition to technical knowledge development, we also rely on our staff having excellent professional and personal skills alongside commercial acumen. Therefore, we also train new hires in all the requisite business skills which provide consultants with a platform for success. This includes but is not limited to: how to present professionally and conduct training sessions; the sales process (from initial enquiries to pitches); project management and organisation; and how to excel as a team member in a small but specialised consultancy business.

Assisting experienced Senior and Principal Consultants, you will gain exposure to a wide range of clients, from small independent businesses to FTSE 100 companies, in industries as diverse as banking and financial services, logistics, entertainment, telecommunications and manufacturing. In addition, you will work with national parliaments, governmental agencies and local authorities as well as a range of third sector organisations. You will be exposed to a range of training courses, exercises and projects and be given opportunities to deliver presentations, assist with client workshops, and write reports which will be read by senior management audiences.

PlanB Consulting has a worldwide reach, and as you build upon your skills and experience, there will be opportunities for national and international travel. Indeed, in 2017, our Consultants travelled as far afield as Australia, United Arab Emirates, Mexico, USA, Oman, Sweden, Italy and Trinidad & Tobago!

PlanB Consulting maintains a Career Framework, which gives a clear path for progression within the company and ensures that, with the right attitude, application and quality, our Graduate Consultants can build a lasting career at the company. Within six months of joining the company, you will sit the Certificate of Business Continuity Institute (CBCI) exam, which will help to build your knowledge of best practice in Business Continuity. You will then have the opportunity to utilise this knowledge in real time and contribute to PlanB Consulting’s continual improvement.

At PlanB Consulting we aim to involve our staff in many of the decisions we make, valuing and using the input of our employees. Our company values of openness and flexibility mean that the successful candidate will have a unique opportunity to contribute to the continued success of the business and make real change. We also believe in rewarding our staff fairly for their hard work, and relaxing and having fun together at regular social gatherings.

To be successful in the role you will need to demonstrate excellent written and verbal communications skills, as well as an ability to analyse detailed information and draw conclusions. You will have a proven track record of learning quickly and adapting to dynamic, fast-changing environments. You should also have a bachelor’s degree or MSc in a relevant subject, or equivalent work experience.

Above all, you need an enthusiasm for Business Continuity and Crisis Management and a desire to learn, gain experience and face varied challenges. With the right skills, ability and attitude, there is every chance to be able to build a lasting, challenging and exciting career as a consultant with PlanB Consulting.

Closing date for applications is 15 January 2018, 12 noon.

Interviews are expected to be held week commencing 22 January 2018.

Please submit a CV and covering letter through the AAI - Adopt An Intern online application form on our website. All applications must be submitted by 12 noon on the closing date. State A) your availability and B) relevant information on your skills/experience pertaining to the job specifications. We do NOT accept email applications unless otherwise stated.

Successful candidates must, by the start of the employment, have permission to work in the UK.