

Job Description

Job Title: HR Business Consultant / Facilitator

Reports to: Director

Location: Field based

Date: May 2011

Job Purpose:

Working as an HR Consultant/Facilitator to deliver people management solutions as well as assisting the Director to grow People Business HR Consultancy by developing new business and nurturing the client base.

Principal Accountabilities

1. Designing and delivering people management training courses and workshops to help drive business success for clients.
2. Proactively consult with clients and recommend HR strategic solutions to improve critical business objectives.
3. Planning, developing and delivering customised HR services to a variety of business industries based on client needs and objectives. These will be across all HR disciplines to include: recruitment and selection; reward; employee relations; employment legislation and employee engagement and development.
4. Working with and helping teams to:
 - Bond and be productive
 - Make changes in their performance and outputs
 - Revise plans and strategies as a result of change
 - Develop as a team by using a range of psychometric questionnaires
 - Be effective on projects by clarifying roles and responsibilities
5. Working as a business coach mainly with Chief Executives, Directors and Senior Managers in the following areas:
 - Transitioning to leading a top team as CEO or MD
 - Changing culture
 - Business transformation
 - Developing influencing and interpersonal skills
 - Developing presence/impact/confidence
 - Changing the perception others have about them - profile / image
6. Proactively develop new business opportunities to increase business. This will also involve actively networking, holding pitch meetings for new business and writing client proposals and tenders.

Other ad-hoc duties as required.

Person Specification

1. A Graduate in business or HR related discipline
2. Evidence of continuous professional development
3. Confident facilitator with a range of groups
4. Strong experienced business coach
5. Experienced in creating and following up business opportunities
6. Outgoing HR Professional with strong relationship building skills and ability to deal with people at a senior level
7. Team leadership/management experience
8. Qualified to level B in the use of a range of psychometric tools
9. Experienced in providing feedback from psychometric tools
10. Able to get close to business groups & understand the business objectives/ issues
11. Comfortable challenging clients when required to achieve the desired outcome
12. Good planning and organisational skills with good attention to detail
13. Customer/Client focused
14. Problem solving/analysis
15. A “can-do” attitude to get things done -results driven
16. High degree of effective self management
17. IT literate with MS Office and the Internet
18. Team orientated
19. Skilled in networking
20. A keen interest in keeping up to date with current affairs

Travel / Hours

This role will involve regular travel to central London as a large proportion of clients are based there. However, a good level of travel will be required to any UK location, dependant upon where the client is based.

International, mostly European, travel may also be needed.

There is also the requirement to work flexibly in order to respond to clients outside of normal working hours.