

Job Description

Consultant (Governance)

Responsible to: Julian Barr - Director

Role: Consultant/Senior Consultant

Working closely with other evaluation specialists within ITAD, you will be able to develop strong working relationships with clients, partners and stakeholders and will have the ability to lead, manage and motivate others. You will market the company to clients and partners; develop new leads (including writing expressions of interest and full proposals); undertake fee-earning work in the UK and overseas; and lead and manage consultancy teams on complex and high profile evaluations. You will contribute to company management through an active role in our devolved management structure and to the company's professional development by tracking and sharing new directions and opportunities in evaluation.

Your skills and experience will include:

- Post-graduate degree in an applied development field, and a minimum of 5 years' relevant work experience.
- Experience of demand side governance projects, Voice & Accountability grant funds.
- Wide geographical experience
- Good experience of being a consultant in a consultancy firm.
- Proven strong report-writing and presentation skills
- Fluency in written and spoken English
- Proficiency in one or more of the other UN languages would be an advantage

Duties and responsibilities:

A. Project acquisition

- Assess business leads identified by the Business Development team
- Work with the Business Development team to produce EOIs and prepare project proposals, including establishing project teams and consortia where appropriate

B. Project Implementation - Technical

- Provide technical inputs to projects, either in the UK or overseas, as agreed with clients and Directors
- Undertake assignments individually or as a leader or member of a team, to achieve a benchmark annual turnover and gross profit in line with company benchmarks

C. Project Implementation - Management

- Manage such projects as fall within your areas of expertise and/or interest, including:
 - Managing sub-contracted external UK and overseas-based consultants, partner organisations, and consortium members
 - Monitoring and managing the financial performance of projects under your management, in line with project budgets and financial targets
 - Liaising with accounts staff to ensure prompt purchase and sales ledger invoicing

D. Marketing & Networking

- Develop and maintain networks of freelance consultants and associates with skills in

Governance

- Build partnerships with like-minded organisations with complementary skills and interests
- Seek out and pursue new business opportunities through direct contacts
- Assist with production of materials for the Governance sections of the ITAD web site
- Assist with maintaining project information in ITADIS and intranet
- Actively network with clients and partners to promote ITAD's interests in governance and to maintain current awareness of opportunities and ideas in these areas

E. General Administration

- Collaborate with other ITAD staff in the general day-to-day running of the company
- Prepare such reports and workplans as required by the Board of Directors

F. Professional Development

- Undertake professional development as agreed with your line manager, to ensure that your professional knowledge and skills are current and that you have clear and distinct expertise to offer on projects
- Maintain your CV and ensure that it describes sets of skills and experience that can be utilised on ITAD projects

Benchmarks

ITAD consultants are required to prepare annual workplans that include financial benchmarks for fee-earning and project management as well as objectives for professional development and collaborative working. You will be expected to work efficiently and effectively to achieve performance benchmarks that relate to your job.

Rewards

We offer a competitive remuneration package. Salary will be negotiable depending on experience and qualifications. We also provide matched stakeholder pension contributions, a performance related bonus, and attractive conditions of service.

To apply

Please send your CV and a covering letter explaining your qualifications and interest in the post, (Word format) to jane.stanton@itad.com with 'Governance Consultant' in the subject line.