

Position Description: Senior Consultant

About the position

Our Senior Consultants play a critical role in contributing to Tregaskis Brown as a successful and profitable management consultancy through the delivery of credible advice, support and products. The position is responsible for:

- ❖ Undertaking client assignments - these will include:
 - Consulting work in the areas of portfolio, programme and project management and the development of business cases
 - Providing 'hands-on-help' to a project, PMO, or programme
- ❖ Contributing to the growth of the company by actively seeking new assignments and participating in wider business development and planning activities
- ❖ Providing leadership and mentoring to graduates and others in the team who are learning.

About Tregaskis Brown

Tregaskis Brown is a well-established, well-respected management consultancy that has been working at a senior level in the public and private sector since 2002. You'll find we are strongly driven by our values of integrity, service excellence and scrupulous professionalism.

We have a reputation for being very easy to work with. We value a collaborative approach and actively seek long term partnerships with our clients. Building long-term relationships is key and 80% of our business comes from clients who have engaged us previously.

At Tregaskis Brown we value:

- ❖ Integrity
- ❖ Commitment to long term, mutually productive partnerships
- ❖ Expertise tempered with pragmatism
- ❖ Excellence in service delivery

Tregaskis Brown will...

- ❖ Be a company the Senior Consultant can be proud of and enjoy working with.
- ❖ Support the Senior Consultant so they are able to do their job well.
- ❖ Provide opportunities to learn and grow.

Key relationships for Senior Consultant

- ❖ The Partners
- ❖ Other Consultants and Associates
- ❖ Office Manager and Client Relationship Manager
- ❖ Clients and prospective clients

Senior Consultant responsibilities

This role will be required to:

- ❖ Consistently achieve the highest possible standard of service on behalf of the company
- ❖ Plan and agree outputs, standards and timeframes with clients and ensure these are effectively managed throughout each assignment – a ‘no surprises’ relationship is critical to our success
- ❖ Keep the assigned Partner or Principal Consultant regularly and fully informed about progress with each assignment
- ❖ Provide leadership, support, coaching and mentoring for graduates and consultants within the team who are learning and developing
- ❖ Maintain a high quality of service and delivery by participating in our quality assurance process and being committed to ongoing professional development
- ❖ Participate in business development and marketing activities for the company – it is expected the Senior Consultant will bring in some of their own work as well as work for others on the team.

Confidentiality and security

Everyone in Tregaskis Brown is expected to maintain high ethical standards. The whole team must fully comply with all the contractual requirements for each assignment undertaken by the company with regard to confidentiality and ownership of intellectual property.

Clients may sometimes require security clearance for Tregaskis Brown personnel assigned to, or associated with, their work. This may include authorisation to obtain a record of each team member’s criminal history from the Ministry of Justice and/or the provision of significant personal information. All our employees *must* be able to pass all required clearances to do their work.

Key Competencies

A broad range of competencies and personal attributes are required for this position; the most important of these are set out below:

Assignment management

- ❖ Works collaboratively with the Tregaskis Brown team as well as with the client and their staff
- ❖ Ensures there is clarity about the scope and expected outputs of each assignment
- ❖ Develops plans that are comprehensive, achievable and fully reflect the scope of the assignment
- ❖ Implements the requirements of the assignment in accordance with the agreed plan
- ❖ Takes responsibility for getting the detail right
- ❖ Monitors and reports on progress, identifies problems that arise and acts promptly to resolve these
- ❖ Is consistently 'output and solution-focused' throughout every assignment.

Communication

- ❖ Is able to write long documents clearly and succinctly in a style appropriate to the intended audience; produces highly professional documents
- ❖ Works successfully with people at different levels in an organisation and adapts communication style accordingly
- ❖ Facilitate meetings and workshops that are effective and professional
- ❖ Provides written and verbal reports that are timely, succinct and output focused
- ❖ Able to deliver presentations that are well-designed, engaging and to the point.

Leadership

- ❖ Consistently demonstrates a strong commitment to the goals of each assignment
- ❖ Builds and maintains team commitment to the goals of the assignment, when working with the wider Tregaskis Brown team and/or client teams
- ❖ Coaches client team members to work competently in their roles – has a good knowledge of effective coaching models and techniques
- ❖ Maintains the client's agreed direction and vision through periods of resistance to change.

Relationship management

- ❖ Quickly establishes a constructive working relationship with everyone involved in an assignment within Tregaskis Brown, with partnering organisations and the client's people
- ❖ Maintains effective, long-term relationships with clients and prospective clients to the point of being a trusted advisor
- ❖ Establishes an understanding of the preferred working style of the key client representatives and adapts his/her style of reporting and communicating accordingly
- ❖ Demonstrates a commitment to meet timeframes and resolve problems constructively, within the resources available
- ❖ Ensures 'no surprises' for clients and Tregaskis Brown during all assignments
- ❖ Works with client representatives to ensure there is a smooth transition to internal ownership as an assignment is completed.

Personal Attributes

- ❖ Demonstrated project, business and financial acumen
- ❖ Thrives in a fast-paced, uncertain environment
- ❖ Highly conscientious
- ❖ Enjoys working with detail while maintaining a good grasp of the bigger picture
- ❖ Well-developed ethical and professional values
- ❖ Enjoys working collaboratively – being easy to work with is very important to us
- ❖ Has a warm personal style and well-developed sense of humour
- ❖ Self-aware
- ❖ Excellent workload and time management skills
- ❖ Enjoys networking and forming strong business relationships.

Qualifications and experience

- ❖ Demonstrated **experience and expertise** in *more than one* of the following specialty areas:
 - Portfolio management
 - Programme management
 - Project management

- Development of complex business cases.
- ❖ A relevant **tertiary qualification** is essential.
- ❖ **Professional accreditations** are highly desirable e.g. BBC Master Practitioner, MSP™, MoP™ or PMI accreditation.
- ❖ A full driver's licence is highly desirable.
- ❖ You **must** be a NZ citizen.
- ❖ A high level of competence in the Microsoft Office suite of tools is essential, and MS Project highly desirable.