

JOB DESCRIPTION Consultant

Line Report: **Divisional Head**

KNOWLEDGE/EXPERIENCE REQUIRED FOR THE ROLE:

- Pharmacological, medical sciences or business degree
- Minimum of four years pharmaceutical consultancy or agency work experience
- Proven project delivery capabilities for consulting or agency assignments for pharmaceutical/healthcare industry sector clients
- Proven consulting, project/account management and editorial capabilities
- Commercial acumen

MAIN PURPOSE OF THE ROLE:

- Define, document and deliver work programmes:
 - explain/present Pope Woodhead's purpose and capabilities to potential and existing clients
 - write discussion documents and proposals
 - scope, plan and manage multi-component work programmes
 - monitor resource, budget and delivery requirements
 - liaise with Principal Consultant and Operations Manager re personal workloads, programme status, resource requirements, costings and budgets
 - liaise with Finance Director re programme costing, budgets, and client invoicing.
- Client account development:
 - maximise new work opportunities (programme development and new leads)
 - contribute to sales activities.
- Practice development:
 - working with the Divisional Head and Principal Consultant to develop practice offerings.

KEY COMPETENCIES:

- Analytical & authorship/editorial skills: ability to analyse and interpret scientific data, research and write structured reports, write to different styles, audiences and vehicles, edit others work
- Consulting skills: ability to reduce complex information into simple, actionable frameworks.
- Organisational skills: ability to prioritise own workload; work to deadlines and under pressure.
- Communication and interpersonal skills: ability to work in multiple teams or alone; communicate with people at all levels; negotiate and lead.
- Project management skills: ability to bring about successful completion of specific goals and objectives whilst adhering to project constraints of scope, time and budget on multi-component work programmes.
- Account management skills: ability to develop a working relationship with client contacts to maximise new work opportunities.
- Computer literacy: ability to use Microsoft Office suite.

ROLE DEVELOPMENT:

- Individual responsibility for identifying training and development needs.
- Development of advanced consulting, project/account management and editorial skills.
- Contribution to practice offering development and new business sales.
- Development of an area of personal expertise to support practice offering development.

PERFORMANCE MEASUREMENT:

Area	Target time	Metrics
Delivery	70%	o Personal billability (Accrued revenue target of £150K)
Business Development	10%	o New business sales o New offering development
Personal	20%	o SMART objectives agreed with Divisional Head <ul style="list-style-type: none"> • Personal: better at your job • Company: contributed to PW moving forward and a team-spirited/collaborative environment • Efficiency/profitability: your job/run projects more

		<ul style="list-style-type: none">• Function (within own practice/support team) your practice/team doing better job,• Cross-function (across practices/support teams) cross fertilisation of what you know and do well as well as learning from others
--	--	---