

JOB DESCRIPTION Senior Consultant

Line Report: **Divisional Head**

KNOWLEDGE/EXPERIENCE REQUIRED FOR THE ROLE:

- Pharmacological, medical sciences or business degree
- Minimum of six years pharmaceutical consultancy or agency work experience
- Proven project delivery, business development and new service offering development 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
 - negotiate business with clients and write discussion documents and proposals
 - scope, plan and lead major, multi-component work programmes
 - monitor resource, budget and delivery requirements
 - liaise with Principle Consultant and Operations Manager re personal and team workloads, programme status, resource requirements, costings and budgets
 - liaise with Finance Director re programme costings and budgets, and client invoicing.
- Client account development:
 - maximise new work opportunities (programme development and new leads)
 - lead and contribute to sales activities.
- Practice development:
 - work with the Divisional Head and Principle Consultant to provide thought leadership and innovative practice offerings
 - represent Practice on relevant industry bodies or present at conferences.
- Team management and development:
 - delivery team management (resource utilisation including collaboration with other practices and Operations Manager)
 - working with the Principle Consultant and Divisional Head to identify and support training and development needs of team members.

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; ability to innovate and develop new solutions.
- Organisational skills: ability to prioritise own and team workloads; 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; present and deliver with clarity and confidence.
- 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 major multi-component work programmes.
- Account management skills: ability to develop a working relationship with senior client contacts to maximise new work opportunities.
- Motivational skills: ability to develop people/teams, setting goals/focusing on achievements.
- Computer literacy: ability to use Microsoft Office suite.

ROLE DEVELOPMENT:

- Individual responsibility for identifying training and development needs.
- Development of advanced consulting and project/key account management skills.
- Deputise for Principle Consultant
- Development of new service offerings, including use of Associates/sourcing new Associates.
- Demonstrate leadership in an area of personal expertise to support practice offering development.

PERFORMANCE MEASUREMENT:

Area	Target time	Metrics
Delivery	70%	<ul style="list-style-type: none"> ○ Personal billability (Accrued revenue target of £195K) ○ Project profitability as agreed with Divisional Head
Business Development	20%	<ul style="list-style-type: none"> ○ New business sales ○ New offerings developed
Personal	10%	<ul style="list-style-type: none"> ○ 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 efficiently ● 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