

Principal Consultant Workforce – Justice Sector

Job Description

Job Title	Principal Consultant Workforce - Justice Sector
Location	Home/office based (London) with the requirement for UK travel
Pay Scale	£67,626 to £75,990
Contract	Permanent
Hours	37.5 hours per week

Job Summary

This is a new role within the Workforce Development Trust and its family of companies. It is being created to expand service offers to clients based in the emergency services (e.g. police and fire services), government offices (Ministry of Justice and Home Office) and criminal justice network (including prison and probation services). The post will help clients develop specific resources including workforce strategies and plans, bespoke workforce development approaches, career and role frameworks and profiles and rostering. The post holder will seek out and identify appropriate opportunities, create and develop bids and proposals and client relationships with the business development team, identify and manage delivery teams and advise on strategic product and service development across the group. This post will sit within the existing wider Consultancy team. It will be supported by existing specialist consultants, business development and marketing colleagues, senior managers and will work closely with and report to the Head of Practice.

Key Responsibilities

- Design and deliver effective workforce solutions including strategies and plans, bespoke workforce development approaches, career and role frameworks and profiles and rostering
- Collaborate across the group on end to end business winning processes including identifying business opportunities through tender portals and own network, coordinating and developing proposals and attending client presentations
- Project management including planning, delivery, client relations, budget adherence, evaluation and contract management
- Recruit and manage associate delivery teams
- Help develop the capabilities of internal staff into the justice workforce space (such as health focused workforce consultants) as well as developing one's own skills in the contemporary workforce planning arena and other sectors
- Agree, maintain and deliver post related income and expenditure targets
- Undertake evaluation of all activities, obtaining feedback and using this for the ongoing development of our work
- Participate in issue-based research projects within related areas of expertise and in the dissemination of findings through published articles and public speaking
- Contribute and speak at external conferences, seminars, workshops as requested.
- Keep own expertise and skills up to date by continuous personal development
- Form excellent working relationships with colleagues and contribute to the wider organisation's activities

- Ensure high quality and ethical standards in all work undertaken and modelling the organisation's values
- Maintain good administrative records of all relevant activity including contract transactions on SalesForce CRM and internal shared drives
- Providing first line quality assurance of deliverables
- Preparing and presenting papers, analyses and reports on operational delivery to inform internal and external audiences, including for use by strategic stakeholders

Person Specification

- Contemporary design of effective and bespoke workforce planning, design and development activities
- Proven success in business development specifically the identifying of potential clients, developing proposals, presenting and winning contracts
- Effective project management and client relationship capabilities
- Senior management experience within a justice sector organisation
- Relevant higher education qualifications to Masters level and dedicated personal CPD
- Budget management skills and the creation and adherence to income targets
- Experience of leading and managing teams within the justice sector
- Significant experience as a consultant (internal or external)
- Demonstrate understanding of and commitment to the best principles and values of workforce planning
- Excellent facilitation skills
- Experience of and willingness to work internationally and with international groups
- Detailed knowledge of the wider justice sector and current business climates of the public services including management challenges, at an individual and corporate level
- Excellent communication, presentation, persuasion, influencing and negotiation skills in a client-facing situation
- Good team-working and interpersonal skills
- Good organisational skills to juggle multiple priorities and meet deadlines

General Requirements

- The post holder will have a high degree of autonomy over operational matters and will be expected to work with minimal supervision under the direction of the Head of Practice to deliver the responsibilities of this post
- This post will have access to and knowledge of a range of highly sensitive, confidential and potentially contentious information requiring complete confidentiality and discretion
- The post holder will be a project budget holder and accountable for the effective management of that budget
- The Intellectual Property Rights of any work undertaken for, or on behalf of, the Workforce Development Trust shall automatically, on creation, belong to the Workforce Development Trust absolutely



Job Description Completion

Name	Benedict Eccles
Job Title	Head of Practice
Date	5 th April 2019

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behavior is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Equal Opportunities policy

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct.

Employees are expected to act with integrity both inside and outside the work place.



Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin and health, amongst other things, is referred to as 'sensitive personal data'.

The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade or profession, either directly or indirectly in any capacity whatsoever.