

Principal Consultant

About Tricordant

Page | 1 Tricordant is a purpose driven consultancy that challenges and helps leaders and businesses to co-create healthy organisations and systems. We specialise in and are known for:

- Leadership Development
- Organisation Design
- Organisation Development
- Strategic Workforce Planning
- Strategy
- Systems Working

Our vision is to impact and influence businesses and organisation to grow sustainable, healthy organisations that bring positive social impact. We are an organisational consultancy rooted in Christian values and mission.

To achieve this, we are committed to employing and developing collaborations with a range of people, of all faiths and no faith, who share our passion and commitment to healthy systems and work.

Our core values are:

- Trust – Live up to promises.
- Hope – Things can be better.
- Love – Relationships matter.
- Joy – Having fun amongst the serious business.

Our team are all home based and distributed across England. Our work can take us the length and breadth of the UK and internationally. Whilst small as a business we work with large organisations across the public, private and not for profit sectors. As part of living out our mission and values we are a certified BCorporation (see www.bcorporation.uk), which is a community of businesses who choose to, and legally agree, to operate in specific ways for the good of the planet and the full range of stakeholders including staff, clients and wider communities. Whilst we operate to make a profit that is not our first or only consideration. As such, each and every individual within Tricordant Ltd, is expected to carry out their role in line with the social and environmental expectations and ethics held by being a BCorp. This can include, but is not limited to, how we treat people, selecting materials and products that are environmentally friendly, or considering how, or if, to travel in a way which is more environmentally friendly.

Role Description

The Principal Consultant role is to deliver strategy, organisational design and development consultancy, client service-line development and promote the Company in marketing and delivering sales.

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These are a list of the main responsibilities which the post holder will be expected to take on in agreement with their Line Manager. The post holder is also expected to identify and help implement opportunities to improve all aspects of the business they are involved in. Main responsibilities include:

Consultancy:

- Lead (or participate within) a project team, to design, drive, deliver and manage client assignments.
- Support project team members as required.
- Data capture, research and analysis including surveys, interviewing, and facilitating meetings.
- Preparing and delivering reports and presentations.

Project Management

- Support project lead and manager in logistics and documentation.
- Manage delivery of key outputs as required.
- Manage personal project utilisation rate to agreed levels.
- Other appropriate work as agreed.

Business development:

- Winning and helping win work.
- Networking and business development; identifying and progressing opportunities with potential clients and partners.
- Lead developments of a particular service line and lead the business development in this area.
- Developing and supporting marketing and social media campaigns.
- Development of tenders and proposals.
- Supporting and working with our network of associates and partner companies.

Service development:

- Supporting and leading, where appropriate, development, marketing, and delivery of one of our service offerings.
- Personal development linked to development plan.

Internal Projects: supporting the team for internal projects

- Manage and progress internal projects especially agreed OKRS.
- Undertake research as required.
- Development of tools and digital products both back office and client -facing.
- Supporting and participating in internal team capability development.
- Other appropriate work as agreed.

Digital

- Demonstrate digital confidence and a willingness to engage with emerging technologies, including AI, to enhance consultancy work and client outcomes.

Administration

- Timely and accurate completion of all required administration, including financial e.g. invoices etc and timesheets for client and internal projects and other internal work.
- Attendance at team meetings and capability development sessions.
- Willing and able to carry out administrative tasks necessary for the efficient delivery of a project, recognising that Tricordant Ltd is a small consultancy, and therefore may not always have the administrative resource required.

Reports to (Line manager):

Director, currently either Alastair Mitchell-Baker or Nick Richmond.

Base:

Home working or suitable local co-working space. Travel may be necessary to and from client locations as necessary for the work hired to do. The team meet occasionally at a location (agreed in advance) for team meetings.

Hours of work:

Full-time post with a notional 40 hours a week, to be worked flexibly as the company requires. Most time will be usual office hours with some evening and weekend work when needed.

Salary and Benefits

- £68,750 – £81,250 OTE (Base salary of £55,000 - £65,000 depending on experience with an employee bonus scheme of 25% of salary) **plus** home office allowance of £180 a month.
- Employee bonus scheme dependent on both company and personal performance.
- 30 days annual leave + Bank holidays
- A contributory company pension scheme is available.
- Home office allowance includes an allowance for mobile and broadband along with all necessary equipment supplied.

Person Specification:

- You will have a minimum of 7 years' experience, preferably within the Health and Care, Government, Wider Public Sectors, or pharmaceutical environment. However, we are also interested in hearing from those with experience in other sectors.
- You will have a minimum of 5 years internal or external consulting experience including across health and care.
- You will have managed effective client relationships.
- You have and are developing your client network and receive repeat requests from your clients.
- You will have worked on projects and programmes where you have been part of a multidisciplinary team, building business cases or developing requirements and solutions, which led to the successful completion of your clients' objectives.
- You have led research, analysis and interpretation on client / sector business issues, performance, client performance etc. with a view to identifying possible opportunities.
- You contribute to winning profitable business by proposal writing, pricing, shaping opportunities, pitch preparation and opportunity spotting in clients.
- You have delivered high quality work that meets or exceeds client expectations.
- You have contributed to thought leadership and/or research both within the business and across the sector.
- You have supported less experienced consultants through mentoring and project-based development and coaching.
- You have developed deeper expertise in at least one capability e.g. strategy, organisational design, organisational development, workforce planning and one functional area e.g. mental health, older people's services, children's services.
- You will be a UK resident and must be able to travel to attend in-person internal and client meetings as required and necessary.