

ASSOCIATE CONSULTANT

EXECUTIVE INTERIM

Hiring Manager: Philippa Watkins

If you'd like to have a confidential conversation about this role, please email philippa.watkins@penna.com



ABOUT THE ROLE

Brief

- We're Penna. We help our clients find, excite and secure the right talent.
- As specialists, we know how tricky all of this can be, which is where our Executive Interim team comes in.
- We work hard to develop strong relationships across our sectors, to be seen as thought leaders and to be known for having a network of the best talent.
- With experience in recruitment, building strong relationships you'll support our Penna and Stafford Long brands. Just like us, you'll always be focused on providing the right solution. With this mindset, you'll create valued relationships with our parent brand – Adecco, managers, and individuals, develop our Interim Team and enhance our reputation.
- And in return, you'll work with a friendly, supportive team and enjoy all the benefits you'd expect from an organisation with a global network.

Role Purpose

- This is an opportunity to join Penna as a Associate Consultant. You will be working within our Interim team, key managers and teams across the business.
- You will be reporting to the interim practice leadership team. The role will be supporting the practice consultants in providing, placing, and recommending the best candidates in the interim market.
- You will ensure that we are in touch and connected with the best professional interim managers and network. You will be responsible for maintaining those relationships, placing candidates across various senior roles and provide the utmost care to our candidate network.

WHAT YOU'LL DO

1. Resourcing selected interim assignments on behalf of Consultants

- Resource candidates using own networks and knowledge of Penna's candidate network, databases and recommendations.
- Finalise shortlists in consultation with Consultants.
- Email shortlists to clients including candidate synopsis & info on day rate, location, availability etc.
- Approach candidate network for referrals and search using LinkedIn.
- Place and manage adverts on job boards.

2. Candidate relationship / business development

- Support the development of targeted relationships with interim managers as requested by consultants and create positive professional relationships and where possible, generate leads for interim assignments for consultants via the candidate network.

- Review professional publications weekly and share details of movers, leavers and potential business leads with relevant consultants.
- Through all activity, contribute to the development and enhancement of the practice brand and reputation helping to create and nurture long term relationships with clients and professional interims.
- Carry out research to identify market trends, provide insight and analysis to position Penna as a thought leader within the market.

3. Management and development of Penna's corporate markets candidate networks:

- Act as first line of contact for new registrations conduct initial telephone interviews and make recommendations to consultants of which new candidates to meet for full interview, who to reject and who to register on system
- Conduct candidate interviews and attend interviews with Directors and Consultants.

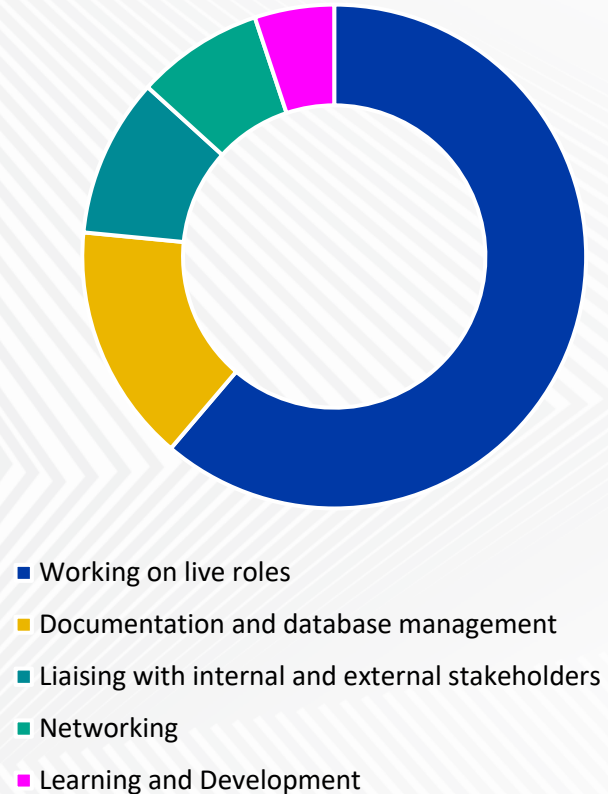
WHAT YOU'LL DO

- FileFinder system to maintain up-to-date candidate records – availability, CVs, contact details, conversations, referee details etc.
- Use FileFinder system to support the maintenance of up-to-date client records – assignments, meetings, marketing activity, events etc.
- Organise references for Consultants and or take references as required.
- Develop an excellent knowledge of candidate network including specialisms, skills, home location, day rates, availability etc. and develop an excellent external profile.

4. Marketing and Events

- Responsible for supporting administration and organisation of regular candidate networking events and webinars.
- Send out targeted mail shots to clients.
- With Consultants send out regular email shots to candidate network.

A typical week might be



KEY RELATIONSHIPS

PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Director Cipfa - Executive Interim	Line manager
Directors and Consultants, Executive Interim	Work in partnership with team members.
Clients	Proactively manage relationships in line with service level agreements, exceed SLAs.
Researchers	Delivery Partners
Client Partners	Work to utilise information on clients
Penna and Stafford Long employees	Be collaborative with colleagues and build good working relationships with Penna stakeholders

PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

Person specification

- Self-starter / self-motivated - Essential
- Excellent organisational skills - Essential
- The ability to work unsupervised – Essential
- Good time management - Essential
- Ability to work to deadlines – Essential
- Process-driven - Essential
- Comfortable operating in a fast-paced environment - Essential
- 'Can do' attitude - Essential
- Excellent communicator – Essential
- Excellent IT skills - Essential
- Gravitas - credibility with senior people - Essential
- Sales /opportunity recognition skills - Essential
- Educated to degree level - Desirable

Recruitment experience

- Recruitment experience – understanding of interim recruitment process from taking initial brief to placement and candidate management.

PENNA'S COMMITMENT

We are a family at Penna and Stafford Long and believe in fairness and equality across all approaches to recruitment, development, opportunity, and responsibility.

Diversity Promise

Our promise is to organise our services in a way that is universally accessible and useful for everyone. To do that well, we believe we need to create and sustain a workforce that's more representative of the candidates and clients we serve.

Penna is committed to creating a diverse and inclusive workforce that respects and embraces difference. Our employees and our company thrive when we get this right. We aim to create a workplace that celebrates the diversity of our employees, clients, and the contractors we work with. We will endeavour to create recruitment solutions that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation and national origin.

Our internal programmes and external work with our clients make us proud to be an Equal Opportunity and Inclusive Employer.

If you have a disability or health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing people@penna.com.

Our full guidance and commitment to your application and how we may use your personal information during the application process can be found here: <https://www.penna.com/candidate-care/> and <https://www.penna.com/privacy-policy>

Together we are better, together we are Penna.

PENNA BEHAVIOURS

We all aspire and work towards demonstrating the behaviours consistent with the Family values; Accountable, Supportive, Collaborative and Inspiring as listed below:

ACCOUNTABLE Does what they say they will do	<ul style="list-style-type: none">• Builds open, honest and realistic relationships with customers and colleagues• Reliable and acts with integrity• Determined and passionate about delivery of the best• Accountable and inclusive
SUPPORTIVE Creates an environment where people can give of their best	<ul style="list-style-type: none">• Seeks to understand the needs and concerns of others• Creates a learning environment• Seeks feedback from other in order to learn and develop• Inspires others to achieve their goals
COLLABORATIVE Works as part of one team	<ul style="list-style-type: none">• Pulls together to put the customer first• Support colleagues without waiting to be asked• Helps others succeed and celebrate their success• Actively looks to break down barriers and finds ways to work together
INSPIRING Creates new possibilities	<ul style="list-style-type: none">• Comes to work to make a difference, sets high goals and gives 100% personal energy• Believes in what we do and demonstrates this through actions• Regularly challenges thinking and is open to new ideas and ways of working• Has ambition and confidence to do things in new ways and to create and deliver inspirational solutions