

Research Consultant

Enterprise

Hiring Manager: Roger Russell

If you'd like to have a confidential conversation about this role,
please email roger.russell@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 Enterprise, Executive Search and Interim teams come in.
- With significant experience in talent search, 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 Enterprise offering 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

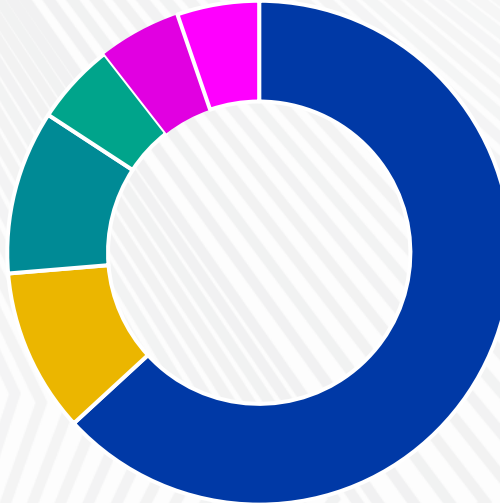
- This is an opportunity to join Penna as a Research Consultant. You will be working within our Enterprise team, key managers and teams across the business.
- The main purpose of this role is to support the Directors and senior consultant's in leading the delivery of successful executive interim and search placements for our clients through the successful execution of individual and multiple recruitment projects.

WHAT YOU'LL DO

- Conduct desk search and mapping of candidates and sources for specific search mandates and where appropriate interim placements
- Take part in marketing activities as directed by the Practice leads
- Support the delivery of effective business development initiatives working both independently and as part of the team
- Where required deliver excellent background research for pitches, frameworks, and proposals
- Ensure compliance with all systems and processes for data and assignment information capture including GDPR and Diversity Statistics
- Where needed work closely with colleagues in the broader executive search team, Interim, Sourcing or our Marketing and Attraction function, to help deliver the most effective solution for client needs
- To report to clients on status of research projects and manage the day to day working relationships with client contacts where directed by Practice leads or senior consultants within Penna Enterprise
- To be accountable for developing knowledge and understanding of client issues, imperatives, and recruitment needs
- To agree and deliver agreed personal targets for delivery and over time business development
- Where possible and with direction and support identify opportunities for business leads for the broader Penna offer

WHAT YOU'LL DO

A typical week might be



- Working on project research and candidate generation
- Learning and development
- Client meetings
- Client reports
- Review of projects
- Internal collaboration with colleagues

KEY RELATIONSHIPS

PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Enterprise director	Line manager
Consultants	Work in partnership with team members.
Clients and Candidates	Proactively manage relationships in line with service level agreements
Penna and Stafford Long employees	Be collaborative with colleagues and build good working relationships with Penna stakeholders

PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

- Professional approach to work
- Ability to work as part of a team
- Excellent communication skills both internally and externally
- Ability to manage conflicting deadlines
- Proactive and positive 'can do' attitude
- Ability to act on own initiative
- Accuracy/attention to detail
- Ability to manage projects outside of normal responsibilities
- Previous recruitment experience ideally gained in executive interim or search including identification and qualification of high calibre candidates at a leadership level
- Ability to work and remain calm under pressure and to meet deadlines
- Being approachable to the business
- Excellent query and problem solving skills
- Client orientated with good networking and relationship building abilities.
- Proficient in the use of social media and technology to identify candidates and maintain up to date candidate/client information on Penna systems
- Excellent client management and project management skills.
- Interested in recruitment and broader talent 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 the best• Accountable
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