

# Associate Consultant

Executive Interim

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Hiring Manager: Tim Farr

If you'd like to have a confidential conversation about this role,  
please email [tim.farr@penna.com](mailto:tim.farr@penna.com)



Penna

# ABOUT THE ROLE

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## Brief

- We're Penna, an award-winning organisation that helps others to recruit the best people. As specialists, we know how tricky all of this can be. Which is where our Executive Interim team comes in. We're here to make sure that our clients get the best senior people who will deliver instant result for interim roles. We've been really successful in the sector so far. So much so, we're now going through an exciting period of growth. As part of this, we're looking for a Associate Consultant to help us to become even better. Just like us, you'll always be focused on providing the right solution. With this mindset, you'll create valued relationships with candidates and clients, develop our consultants 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

- Penna is a leading HR Consultancy and Executive Recruitment business. We find, excite and secure talent for our clients through a range of services and support. 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.
- A vacancy has arisen within our Public Sector Interim Practice for an Associate Consultant, 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. The individual will ensure that we are in touch and connected with the best professional interim managers and through that network, which they will be responsible for and place candidates across various senior roles and provide the utmost care to our candidate network.



# WHAT YOU'LL DO

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## Key Accountabilities & Responsibilities

- **Responsible for resourcing selected interim assignments on behalf of Consultants**
- Resource candidates using own networks and knowledge of Penna's candidate network, databases and recommendations.
- b) Finalise shortlists in consultation with Consultants
- c) Email shortlists to clients including candidate synopsis & info on day rate, location, availability etc.
- d) Approach candidate network for referrals and search using LinkedIn
- e) Place and manage adverts on job boards

## Candidate relationship / business development

- a) 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.
- b) Review professional publications weekly and share details of movers, leavers and potential business leads with relevant consultants.
- c) 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.
- d) Carry out research to identify market trends, provide insight and analysis to position Penna as a thought leader within the market.

Responsible for the management and development of Penna's corporate markets candidate networks:

- a) 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
  - b) Conduct candidate interviews and attend interviews with Directors and Consultants
  - c) Use Filefinder system to maintain up-to-date candidate records – availability, CVs, contact details, conversations, referee details etc.
  - d) Use Filefinder system to support the maintenance of up-to-date client records – assignments, meetings, marketing activity, events etc.
  - e) 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

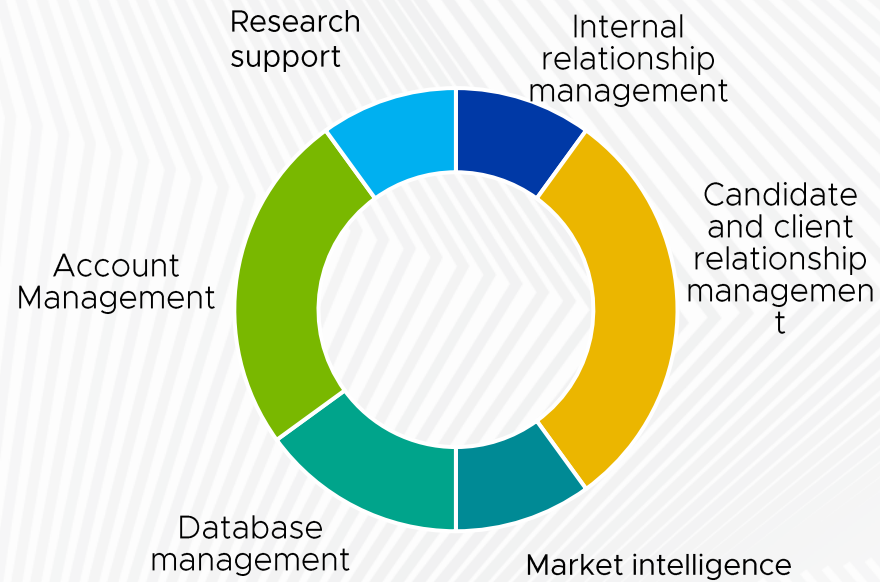
## Marketing and Events

- a) Responsible for supporting administration and organisation of regular candidate networking events and webinars.
- b) Send out targeted mail shots to clients.
- c) With Consultants send out regular e/mail shots to candidate network

# WHAT YOU'LL DO

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A typical week might be



# KEY RELATIONSHIPS

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PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Associate Director	Direct line manager
Directors, Consultants, Associate Consultants, Co-ordinators & Practice Manager	Key internal relationships

# PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

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## 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
- Good with process - 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

## Previous Experience

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

## Reward Structure and Key Measures

- Executive Interim Associate Consultant bonus scheme



# PENNA BEHAVIOURS

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All employees within Penna must demonstrate behaviours consistent with the corporate values; Accountable, Supportive, Collaborative and Inspiring as listed below:

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