

# Role Specification - Consultant

## About Wills Harvey Ltd

We are an executive search consultancy who ensure that our clients gain access to the best performers in their chosen industry sector - those talented individuals who are in key operational, technical and business development roles and who are already making an impact on their organisations. This is achieved via a combination of accrued industry knowledge and insight alongside a pro-active research capability. We work across most industry sectors and cover the whole of the UK from our offices in Bristol and London.

Whether bear or bull markets, there is always a demand for the most talented and ambitious individuals; and the value we provide to our clients is the ability to recruit the best.

Wills Harvey comprises Consultants and Researchers, who together with respective clients, as part of a project team work on individual assignments from instruction through to conclusion (i.e. on candidate start and subsequent completion of their induction period).

## Context to Recruitment

We are an ambitious and expansive company who place great store in excellent communication and self-responsibility and above all are client-focused. In order for us to grow and evolve as a business we are always looking for similarly minded people who are looking for a rewarding and enjoyable career in executive search.

## Role/Responsibilities

The role of the Consultant is a challenging one - initially you will need to engage with board level executives across a broad range of organisations within a wide range of market sectors who are looking to acquire new talent. This requires research and investigation into emerging and dynamic markets as well as stable yet growing sectors through a variety of well proven methods to understand where organisational change is occurring. Then you will need to make an impact through intelligent questioning and qualification of these key decision makers.

Supported by the Directors you will be involved in face to face meetings and presentations to articulate the Wills Harvey executive search process; and once instructed by a client you will be responsible for the project management and overall delivery of the assignment. This entails working closely with our Researchers and travelling to interview candidates at locations across the UK.

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## Desired Criteria

The cornerstone of our success lies in our ability to identify and engage with key decision markers in a concise, professional and compelling manner; therefore Consultants must possess:

- 1) An intelligent, inquiring mind
- 2) An ability to sell a premium professional service in a Board-room setting
- 3) Excellent written, oral and IT skills
- 4) A proactive mentality and drive to generate interest to make something from nothing.
- 5) Client and delivery focus
- 6) Confidence in manner and outlook
- 7) The ability to thrive in a collaborative yet results-oriented environment
- 8) Honesty and openness

## Qualifications

It is likely that candidates will be educated to degree standard; but of more importance will be their personal demeanour and work experience. It is likely that suitable individuals will have worked in the recruitment industry (ideally in retained executive search) but they may also have come from a B2B sales background.

## Location

Our Consultant Team is based in our Bristol office

## Remuneration

There will be a competitive salary (upper quartile) supported by a commission structure that is payable on a monthly basis.

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### Opportunity

Wills Harvey is a bit of an anomaly, we are young and ambitious yet are founded on years of experience. We provide our clients with a high level of service and are highly professional in all of our activities. That said we enjoy ourselves and are the first to celebrate individual and group achievement.

We work hard but only in normal office hours, we encourage everyone to get out and about at lunch-time (and have shower facilities for the runners).

We highly value our Consultants as they are the rounded executive search professional. Therefore we support them in every way possible - allowing them the freedom to plan their own diaries and be out and about as much as they need; yet ensuring that they liaise effectively with Researchers and clients in order to maintain our delivery targets and service levels.

Once proven as a Consultant, the next step (if desired) is to start training and developing others - therefore progression and reward continues to grow.

Our vision is to be the best at what we do, growth and development will be a natural by-product of this - but not our key focus. Therefore we can promise that new members can look forward to a progressive career, supported by a personalised training and development schedule; that will ensure that you continue to learn, challenge and hopefully improve what we do.