



## JOB DESCRIPTION and PERSON SPECIFICATION

---

**Job Title:** (Associate) Senior Consultant  
**Accountable to:** Director of Operations

---

### Role

1. To work collaboratively with colleagues, clients and partners to design and deliver innovative bespoke Development solutions in **at least one** of our four service offerings:
  - Ψ Leadership and Management Development Programmes
  - Ψ Identification and Development of Talent Pools for Succession Planning
  - Ψ Organisation and HR Consultancy
  - Ψ Communication and Influencing Skills Development Programmes
2. To work as part of the SML global team by contributing ideas to our strategic and operational policies and processes.
3. To assist as required with SML multi-media marketing activities (including spotting 'selling-on' opportunities with existing clients, social networking, sharing networks/contacts, attending pitches, and meeting clients) where there is no direct conflict of interest with Associate's own business.
4. To demonstrate commitment to continuous professional and personal development over and above participating in the in-house development opportunities offered to all SML team members



## Person Specification

<p><b>Educational/Professional qualifications and memberships</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ψ Full membership of the Chartered Institute of Personnel and Development i.e. MCIPD/FCIPD or equivalent.</li> </ul> <p style="text-align: center;"><b>AND either:</b></p> <ul style="list-style-type: none"> <li>Ψ Masters Degree in Occupational Psychology or equivalent <u>business-relevant</u> post graduate qualification.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Ψ Relevant professional qualification for Senior Specialist Associates ( e.g. LAMDA membership/degree in Drama)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Ψ Accreditation in executive coaching, psychometric tools or other <u>SML-relevant</u> areas</li> </ul>
<p><b>Experience:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ψ At least 3 years design and delivery of soft skills Development programmes up to and including middle management level and/or in HR/OD at a senior level in a commercial environment.</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>Ψ Sufficient experience as a line manager and/or senior consultant to have credibility on paper for clients looking for people who have ‘walked the talk’ in a commercial environment</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Ψ Proven track record as an internal or external OD/Learning and Development specialist with blue-chip global firm(s)</li> <li>Ψ Worked in more than one country</li> </ul>
<p><b>Other</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ψ Fluent in English (spoken and written)</li> <li>Ψ Possession of legal documents to work in the country in which you will deliver services for us.</li> <li>Ψ Must be located close to at least one major city with good public transport links</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Ψ Fluent in a second language</li> </ul>