**Senior Consultant – Aspen Interim**

**Reports To:** Director

Aspen People is a specialist sector Executive Search organisation, who work in partnership with clients, to attract and secure exceptional leadership talent.

We are a values driven business working across our specialist sectors - Charity and Non Profit, Local Government, Education, Health and Care, Housing Associations and Government Agencies – full information can be found here [www.aspenpeople.co.uk](http://www.aspenpeople.co.uk).

Working across the business, this position would drive and develop Aspen Interim as a business within a business. The role holder would take the lead on all Interim business and be responsible for its overall delivery and performance. This role is ideally for someone who is driven to develop not only themselves, but to develop a leading service in the Interim Market.

**Job Overview:**

The Senior Consultant for Aspen Interim is responsible for attracting candidates for Interim jobs and matching them suitable positions with client organisations. You'll build positive relationships in order to gain a better understanding of your clients' recruitment needs and requirements, successfully securing job opportunities within client organisations for Interim contracts.

Working as a Senior consultant, you'll attract candidates by drafting advertising copy for use in a range of media, as well as by networking, headhunting and through referrals. You'll screen candidates, interview them, run background checks and match them to the client’s interim recruitment needs.

You will also provide advice to both clients and candidates on salary levels and career opportunities as well as how the Interim market is at the moment and have a knowledge of current trends and opportunities.

**Responsibilities and Duties:**

1. Placing suitable candidates to meet client requirements in order to achieve revenue in line with corporate and personal goals for the Interim division.

* Identify, progress and convert interim sales leads as required
* Proactively and consistently strive to identify and obtain new business opportunities
* Source suitable vacancies in line with company policies and sales procedures
* Manage and profitably develop client relationships
* Establish and agree terms and conditions of service
* Identify and attract Interim candidates using all appropriate methods to satisfy job requirements
* Monitor responses/applications received and make sure that candidate’s applications are processed efficiently
* Shortlist and present suitably qualified applicants against defined job vacancies
* Manage the recruitment and selection processes by effectively liaising with the client, candidate and internal teams
* Successfully place suitable candidates with clients
* Ensure all necessary administration, payment and aftercare services are concluded in line with company policies

1. Develop and manage client / candidate relationships for all Interim roles, to ensure high levels of customer satisfaction and quality standards

* Ensure that candidates and clients receive a professional and comprehensive recruitment service at all times
* Comply with company management systems, billing policies and procedures including accurate database management for interim roles
* Develop expertise of Interim market rates and conditions within your sector in order to consult with candidates and clients
* Conduct professional discussions with clients and candidates using all mediums as appropriate
* Seek and provide feedback in a professional manner at all times to candidates and clients
* Taking part in post assignment reviews to ensure continuous improvement

1. Operate in line with the industry code of ethics and relevant legislation

* Accurate recording of candidate and client information on the recruitment database, including uncovering new Interim candidates
* Comply with all relevant employment legislation and appropriate codes of practice
* Comply with all relevant sector specific legislation
* Comply with all relevant health and safety legislation, employee rights and responsibilities
* Seek support and escalate non-compliance where appropriate

1. Business Management

* Proactive in spotting Interim opportunities for Aspen People
* Take an active involvement in business development, tender submissions and proposals
* Creating and maintaining working relationships with clients and building a network of contacts in the Interim space
* Understand and meet agreed KPIs
* Meet and exceed agreed financial targets

**Essential Skills and Abilities:**

* Self-motivated and able to identify opportunities
* Tenacious and resilient
* Ambitious, driven and determined to achieve targets and objectives
* Problem solving, influencing, questioning and listening skills
* Innovative
* Attention to detail
* Customer focused approach
* Time management and organisational skills
* Excellent verbal and written communication skills