



PEOPLE & DEVELOPMENT CONSULTANT

Recruitment Pack

Creating change, building capacity and driving quality people management, performance and leadership in values-driven organisations.

ATKINSON
HR consulting

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HELLO



Thank you for your interest in becoming Atkinson HR Consulting's next People and Development Consultant. We're grateful that you're keen to share your experience, knowledge and skills to develop our organisation and we really welcome your application.

This is an exciting and important time for the company. We're a small business, but we're growing and have ambitious plans for the future. We've made big strides in 3-years including winning the prestigious award for [Best HR / L&D Consultancy in the national CIPD People Management Awards](#). We're looking for committed people to help us continue on our journey of growth. We mainly work with voluntary sector organisations. We care, and are passionate, about the sectors and organisations that we work with.

In the role of People and Development Consultant you will deliver products and services that help clients improve their people management, performance and leadership. This can range from creating a new people strategy, managing HR projects to reviewing an HR function's performance. It can involve writing new policies and procedures, investigating complaints and/or facilitating training.

We think this is a great role for someone that is passionate about working in, and with, values-based organisations. It will also provide opportunities for you to test your HR skills and experience working with a wide range of clients on different projects.

The successful candidate will need to be able to build relationships with senior colleagues in client organisations, operate at a strategic level whilst being highly organised and able to manage a challenging and diverse workload.

This pack gives some background information about the business, outlines our expectations of the role and provides information about how to apply. We hope you are as excited about this opportunity as we are, and we look forward to receiving your application.



Laura Atkinson
Director of Operations



Graham Atkinson
Managing Director

ABOUT US

WHY WE EXIST

We're here to help create change, build capacity and drive quality around people management, performance and leadership in values-driven organisations.

OUR VISION FOR THE FUTURE

We're striving to be a high-performing, recognisable and valued consultancy business in the voluntary and education sectors. We'll be renowned for delivering work that is exceptional quality and value. We will be seen as different from other consultancy offers because we go to extra lengths to ensure our clients benefit from our work.

OUR VALUES

Outcome-focused: Always focused on creating change and delivering measurable outcomes that add value to our clients. We never leave a job half-done because the clock has 'ran out'.

Quality: We will be clear about expectations and deliverables and our work will always be of outstanding quality - linked to external benchmarks like liP, CIPD, Acas etc. where possible.

Sustainability: We care about our clients' success in the long-term. Our work builds the capability and effectiveness of our clients, embedding learning, skills and capability to drive future performance.

Honest: We are always clear about the organisational challenges, expectations and opportunities - so that our work delivers maximum impact for the client.

Pragmatic: We offer advice, guidance and work that is practical and will make a tangible difference for clients, based on our experience. Our work is always grounded in the needs and best interest of the client organisation.



"The Scouts asked Atkinson HR Consulting to join us at difficult time when we needed additional senior support in our People function, especially to help us prepare for our liP assessment. They were able to very quickly identify the issues that needed addressing, create a plan of action and then get on and deliver."

Vicky Greig, Head of People at The Scouts Association

ABOUT US

We're proud of our growth and development over the last 3-years. In that time we have...

- Grown our team to include three employees (two Directors and another consultant that has been with the business for over a year). We also have two associates that undertake work with clients on our behalf.
- Worked with over 100 clients, including a range of charities, Students' Unions and Universities.
- Developed our ongoing client base to around ten organisations with which we work as a strategic partner to help develop their culture and quality people management over time.

We're based in Whaley Bridge in the Peak District but work across the UK and internationally, with regular work in Durham, Liverpool, Manchester, Exeter and London.



Winners: 'Best HR and L&D Consultancy', CIPD People Management Awards 2019



WHAT MAKES US DIFFERENT?

We think we're different to lots of other consultancies and companies. Here are a few reasons why...

Breadth of experience, products and services

Challenges in modern organisations are often neither simple nor easy. Our experience stretches across leadership, governance, strategy, people, culture, marketing, technology and performance. Bringing these skills and experiences to clients mean that we're able to offer holistic solutions and ideas rather than a narrow focus.

Contemporary knowledge

Our experience, qualifications and training are current and grounded in recent legislation and latest trends. We work hard to keep our skills up-to-date and thrive working in fast-paced, high-technology, complex environments with a modern and diverse workforce.

We care about the sectors and organisations we work with

We're invested in the long-term success of the voluntary and educational sectors and this is reflected in our work. We also believe that small to medium-sized organisations make a huge difference and we're proud of the value that we can bring to them through economies of scale.

We're passionate about learning

We use a range of blended learning methods through all of our learning and development work. We use workshops, coaching, action learning and performance support resources to create long-term impact through our L&D activities. We are experienced in coaching and accredited Lumina Spark practitioners.

Accountability is important to us

We go the extra mile to ensure that clients are satisfied and that our work adds value. We check in regularly on progress and always evaluate our work.



OUR PRODUCTS AND SERVICES

We have a wide range of products and services. Some of these are already well-established whilst others are still new:

- Virtual People Director - providing strategic HR support to small organisations on an ongoing basis;
- HR consultancy work - helping clients understand and address key problems they are facing;
- People management / culture diagnostics and developing people strategies;
- Supporting organisational change including restructures and HR projects;
- Reviewing and developing policies and procedures;
- Leadership development;
- Lumina Spark personality assessments and development;
- Training for line managers, including topics such as recruitment and selection, managing and developing performance etc.;
- Coaching and facilitating action learning sets;
- 360 reviews for leaders.

Some of our current and most recent clients include:



ABOUT THE ROLE

Job Title	People & Development Consultant
Location	Home based with need to travel across the UK for delivery of client-facing work. Our office is in Whaley Bridge, Derbyshire and you'll need to be able to travel occasionally (2-3 days per month) to the office for team meetings, planning and development. Like many organisations, we're currently working remotely, but in the mid-to-long term you would expect to split your time 50/50 between home-working and on site with clients.
Working Hours	37.5 hours per week to be worked flexibly - we welcome suggestions of flexible and/or part-time working.
Salary	£38,400 p/a OTE (structure set out under 'Reward and Benefits'). This includes a basic salary of £30,000 p/a, plus bonuses based on billable work.
Reports to	Director of Operations and Communications

Job Purpose

To deliver outstanding consultancy services that consistently add value to the business and our clients. You will help develop work, projects and relationships that ensure Atkinson HR Consulting is seen as a quality service provider and grows in the future.

Accountabilities

The key accountabilities of the role are:

- Enable growth in revenue and work across the business by meeting agreed targets for income generation and billable work for clients.
- Deliver high-quality HR consultancy and project work for our clients, which is consistently evaluated positively.
- Build strong networks and contacts so that our brand develops and our client-base grows.
- Develop and support a range of HR products that add value to clients including for example people and culture diagnostics, project work, HR policies and training.

Responsibilities and Duties

Client Facing Work

Take the lead and/or provide support on HR consultancy projects as agreed with the Director of Operations and Communications, which could include:

- Stakeholder consultations with client organisations including meetings, focus groups etc.;
- Research on/for clients including reading documents, policies and identifying best practice from other relevant organisations;

ABOUT THE ROLE

Client Facing Work (continued)

- Analysing data and evidence in order to identify solutions and opportunities in relation to client issues or problems;
- Writing up reports that present clear analysis and recommendations;
- Presenting findings / reports to client organisations, including senior managers and board members.

Undertake HR Development work as part of our service to clients, including:

- Supporting recruitment and selection - including developing recruitment packs, advertising schedules and acting as a point of contact for candidates on recruitment projects;
- Designing induction programmes and materials;
- Advising clients on employee relations issues, casework and basic employment law matters;
- Developing and implementing wellbeing programmes;
- Developing and leading diversity and inclusion strategies and activities;
- Reviewing and rewriting policy documents to ensure clients are compliant and in line with good practice in their people management practices;
- Designing and implementing performance management systems and processes.

Provide learning and development opportunities for clients, including:

- Delivering 1-2-1 coaching programmes and interventions;
- Designing and developing training and development materials;
- Facilitating training and workshops;
- Evaluating training and development to ensure maximum value and impact;
- Supporting our Lumina Spark offer by delivering workshops and coaching.

Identify and advise clients on further areas and opportunities for development, providing proposals and up-selling products to clients as required.

Business Development

Develop ideas and business cases for new products and services to be offered to clients.

Take ownership and responsibility for the development, growth and performance of a limited number of products or services as agreed, including sales, delivery and evaluation.

Support the development of our communications channels i.e. social media so they are current, useful and add value to our brand.

Provide interesting content for our communications channels i.e. social media updates, blogs for the website etc.

ABOUT THE ROLE

Business Development (continued)

Driving sales for all products and services through a range of methods, including client visits and pitches.

Actively build and manage your networks to build interest and ongoing engagement with Atkinson HR Consulting.

Help undertake market research that builds our insight about the markets that we operate within and assessing product viability.

Business Administration

Using key business processes and systems as agreed:

- Recording and tracking work undertaken so that we understand what (and when) work is undertaken for different clients;
- Customer Relationship Management (CRM);
- Effective business / work evaluation ensuring we can assess and evaluate ongoing performance;
- Booking and reconciling travel, accommodation and expenses.

Liaise with the Director of Operations and Communications to ensure key documentation is in place for all client work, including proposals, contracts and invoices.

Personal Development

Build and maintain current knowledge in relation to organisational development, HR management and business administration.

Take advantage of opportunities to actively develop in the role including training, shadowing and coaching in relation to consultancy and client-facing work.

Become accredited over time to interpret and deliver our Lumina Spark work.

Build relationships and establish leads with prospective clients within the intended market sectors.

Estimated Balance of the Role

Area of Work	Time %
Client Facing / Billable Work	70%
Business Development	15%
Business Administration	10%
Personal Development	5%

ABOUT YOU

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to degree level or able to demonstrate equivalent experience.• Professional membership of CIPD, or willing to work towards.• Evidence of ongoing CPD.	<ul style="list-style-type: none">• Postgraduate qualification in a relevant area i.e. HRM, Learning and Development, Business Administration etc.
Experience	<ul style="list-style-type: none">• Operating at a strategic level within an organisation as a HR Business Partner, HR Manager or equivalent – supporting the development of HR management.• Managing a range of stakeholder needs and expectations including engaging senior level staff.• Managing, coaching and developing people.• Developing and implementing HR plans, policies and processes	<ul style="list-style-type: none">• Providing advice, consultancy or training services to a range of clients / organisations.• Development and management of HR admin systems.• Developing, delivering and evaluating training and learning.• Working with and supporting a Board and/or decision-making committees.• Working in the voluntary or higher education sectors.
Knowledge, Skills and Abilities	<ul style="list-style-type: none">• Excellent understanding of effective HR management – both theory and practice.• Assertive and able to command respect from senior staff within client organisations.• Strategic thinker – able to understand how enhanced HR activities will improve the performance of organisations.• Outstanding written and verbal communication skills.• Strong IT skills – including MS Office• Excellent organisational skills – the ability to work on own initiative and prioritise workload.	<ul style="list-style-type: none">• Outstanding facilitation and training skills.• Strong project management skills.• Good understanding of the principles of effective planning and performance reporting.• Data analysis and management information skills.• Basic knowledge of charity governance requirements.• A completer-finisher, with excellent attention to detail and able to produce work with a high level of accuracy.
Values and Attitude	<ul style="list-style-type: none">• A demonstrable commitment to our values.• Strong commitment to, and understanding of, the principles of equality, diversity and inclusion.• Flexible and positive working attitude.	



REWARD & BENEFITS

Salary	£30,000 p/a
OTE	<p>£38,400 p/a</p> <ul style="list-style-type: none">• The OTE figure includes basic salary plus a performance bonus which will be paid quarterly.• The quarterly bonus is 25% of all billable work over and above your cost of employment (salary, pension, NI, training costs).• The OTE figure assumes £6k billable revenue per month - equating to c.12 days' client work. It also assumes an average cost of employment of £3,200 per month.
Expenses	Mobile phone provided, monthly homeworking allowance, mileage and allowances paid in line with HMRC guidance.
Benefits	<ul style="list-style-type: none">• 34-days holiday per year (including bank holidays).• 5% employer pension contributions.• Access to a basic Health Plan, Perkbox and an Employee Assistance Programme.• We strongly believe in developing our people – you'll have access to a wide range of L&D opportunities.• We're committed to supporting flexible working and are happy to have conversations about how the role can be adapted to meet personal circumstances i.e. part-time, condensed or flexible hours etc.



"Working with Atkinson HR Consulting enabled us to develop a robust plan for implementing changes to our structure and a wider change management program around our working culture, nurturing the talent of our staff and our ability to consistently achieve quality work."

Bill Freeman, CEO

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