

Network co-ordinator for a fast-paced public sector consultancy

RedQuadrant

Location: London

Salary: £25,000-£30,000 depending on experience

Start date: Immediate

Contract: Permanent, full time

To apply: CV and covering letter to recruitment@redquadrant.com for the attention of Emma Bennett. Please note that applications without a covering letter will not be considered. Should your initial application be successful, you will be invited to an initial telephone interview, followed by a second interview in person and practical assessment. There may be an additional final stage meeting with one of the senior team as well.

Deadlines: Applications will be reviewed on a rolling basis, with the intention for an immediate start.

About us

RedQuadrant is a dynamic young consulting firm working with the public sector. Our clients are predominantly government organisations who are looking to save money without resorting to a slash and burn approach, and who are looking for support that helps them to make savings, improve customer satisfaction and ensure a sustainable purposeful organisation as a result.

As a network consultancy, we operate by effectively engaging and managing a network of over 600 expert independent consultants. Our model allows our consultants the autonomy of freelance work, while also ensuring that they have access to the benefits of working for a company that is well respected and has proven itself in the market. We attract a diverse range of individuals from a multitude of backgrounds: some of our network jump between firms for work, and choose to work with us for select assignments in their areas of expertise; other consultants - our core group - get the majority of their work through us and are involved in internal projects when they are between assignments. However, all our consultants are attracted by our the time we invest in developing the RedQuadrant community – through ongoing training and development opportunities, coaching when on projects, and a choice in the assignments they work on, our consultants are able to become a part of our extensive experienced network and gain from it at a level they choose.

The role: outline

We are currently seeking a network relations manager to join our fast-paced business. An essential role due to the nature of our business, the network relations manager's role is two-fold:

- You are responsible first and foremost for **engaging with and managing** our extensive network of consultants through understanding the skills and experience it holds (i.e. network management); and
- Through working closely with our business unit leads and bid manager, you are required to quickly and effectively **identify consultants** to fill roles on fixed price projects (i.e. resourcing, recruitment and selection).

You will be expected to develop an **overview of the capacity, capability and availability of our people**. Unlike an agency, we invest time in developing our RedQuadrant community, so a key element of this role will be working with the business support manager, service leads, and managing partners, in responding to the aspirations and goals of the network on an individual and network level, co-ordinating training opportunities for consultants and keeping them engaged.

You will work closely with our operations coordinator to ensure the delivery of all administration associated with the network, and to be confident in engaging with our business unit leads and managing partners to resource consultants for roles effectively. You will also work closely with our resourcing lead for Quadrant Resourcing, a new agency arm of our business currently being developed, to ensure consistency in record keeping across the brand.

The role: detailed profile

There are two main strands to this work. We would expect candidates to have significant experience in at least one of these with a demonstrable interest in the other. Typical activities are listed below.

1. Resourcing activity

- Dealing with applications from potential consultants to join the network, including initial review of candidate CVs, scheduling and holding of telephone interviews
- Developing and managing recruitment campaigns in areas for growth
- Maintenance of our consultant database – currently in excel but soon to be an online CRM
- Taking requests for consultancy resources for transformation projects and programmes
- Matching requests against consultants' competencies, availability and interests
- Identifying potential candidates for roles and shortlisting candidates
- Having or developing an understanding of the language of consultancy projects and public sector services

2. Network coordination

- Developing a clear understanding of both the competencies required for different types of consultancy role, and the skills and capabilities of the network
- Gaining an understanding of the consultants in our vast network, their areas of experience and expertise, and their different levels of engagement
- Developing trusted and respected relationships with our consultants through appropriate contact with opportunities and understanding of their skills
- Engaging the network through the planning and holding of relevant events, socials, communications and other activities
- Identification of training needs across the network, and through work with business unit leads and the business support manager, development of appropriate training and development opportunities
- Identification of skills gaps in the network, and taking a key role in recruiting for those gaps
- Enabling the network to learn, facilitating consultant communications, sharing learning and developing ideas for the wider development of RedQuadrant

In addition to this, the successful candidate will be able to work flexibly in order to support relevant internal projects, e.g. a key project this year is to implement a new resource management IT solution.

The right candidate

As a small company, used to working with highly experienced and professional independent consultants, we have high expectations of the level of productivity of our employees. As the successful candidate you will thrive in this environment and enjoy challenges that stretch you. If you come to us with the right mind-set and skills, we will encourage you to make the most out of this role as an important part of our team.

The ideal candidate will:

- Be a self-starter with a strong work ethic
- Have at least two years' relevant experience in at least one of the above strands
- Be able to demonstrate an interest in both of the above strands, and HR experience would be a bonus
- Have an evidenced interest and experience of a more personal approach to network engagement
- Be a confident communicator, both internally and externally, with the ability to engage effectively at all levels
- Be skilled at engaging with consultants working in specialties or on projects outside your own understanding, to effectively develop and maintain respected relationships and an engaged network
- Be experienced in a dynamic environment dealing with many small projects, requirements or clients at once
- Be confident in both social and professional environments in order to best engage the wider network of consultants
- Be a quick learner who is keen to get things running smoothly and efficiently
- Be able to navigate lots of information in multiple formats to identify relevant facts
- Have an understanding of the consultancy and public sector environments, with an understanding of local government being specifically of interest
- Have proven experience of multi-tasking and prioritising
- Have a keen eye for detail and understand the importance of ensuring records and administration are kept up to date

This is an excellent opportunity for a smart, ambitious and self-motivated individual to join our team and help us build our presence as a leading transformation partner for the public sector.