



## HUMAN ALCHEMY JOB DESCRIPTION

<b>Post Title:</b>	Head of Consultancy	<b>Post Number:</b>	001
<b>Daily Supervision:</b>	James Foster	<b>Grade:</b>	Management MS 5-8 (£38,979 - £42,274) + potential for PRP
<b>Organisation</b>	Human Alchemy	<b>Last Updated:</b>	6 <sup>th</sup> January 2022

*Human Alchemy exists to make organisations and their leaders extraordinary. We believe in the potential and possibilities of an organisation when their leaders consistently think, communicate and behave in ways that are, what we call 'Extraordinary'.*

### What we do:

We help leaders explore and understand 'extraordinary leadership' and the outcomes that it can enable in the organisation. We help the leadership team understand what it takes to live and breathe it, and the possibilities they can unlock for their organisation, when they do.

In our experience 'Extraordinary leaders' have core, common characteristics:

- A focus on a united, clear and compelling vision for the organisation.
- A change mindset who understand the need for breakthrough ideas to lift business to the next level.
- Teams of people who are bought in and on the hook for deliverables, measure progress against outcomes and offer support when help is needed.
- Teams who are enabled, liberated and inspired to find new, innovative and exciting ways to do their jobs better.
- Deeper self-awareness – conscious of how their thoughts, communication and actions impact on others with strategies to manage this.
- Smart systems that enable access to information so they can make the best decisions for the organisation.
- We help leaders understand what these truly mean to them - truly integrating them within themselves and enabling their ability to lead the organisation toward the best, extraordinary outcomes.

### What we believe:

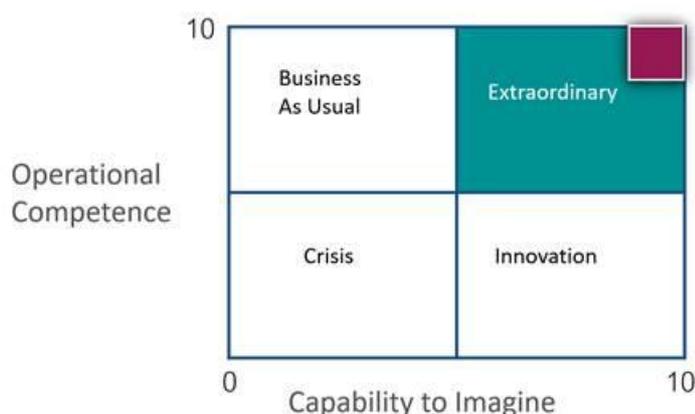
Our deeply held belief is that extraordinary business results are dependent on extraordinary employees working in a high-performance culture. This environment has to be created by the senior leadership team who understand and demonstrate extraordinary behaviour as leaders of the organisation.

We know that empowered, liberated and enabled teams are the key ingredient to achieving the very best of outcomes – outcomes that the teams feel they own and move towards. The leaders'

role is to imagine the future, create a compelling vision for it and create the conditions for the people to engage and power forwards.

We equip leaders to enable all of this through our development initiatives. Over the years, whilst working with clients, we have observed leaders evolve how they think, speak and act to create the most extraordinary of cultures.

Our model describes how extraordinary companies develop leaders, who know the importance of delivering on their results, whilst enabling their people to create new possibilities. Our unique tools and techniques are targeted at getting the leadership team to operate in the top right-hand box, liberating and inspiring their people to enable a committed workforce to deliver unprecedented results.



### Job Purpose:

Human Alchemy is on an exciting journey of growth and development. The business was acquired by Lincoln College in early 2021 and is now in search for a Head of Consultancy to work with the Managing Director, Lead Consultant and others to help the business to achieve its ambitious plans for the coming years. The team is expanding and this role is pivotal to the next phase of our development.

The Head of Consultancy will take the lead on the day-to-day working of the business, working closely with the Lead Consultant who is responsible for the quality and delivery of our consultancy and training. The role requires a fast-paced mindset and approach to business, managing multiple tasks to ensure excellence in our everyday approach. The role will combine external and inward responsibilities, with the post holder able to show full alignment with the Human Alchemy's values and behaviours. The Head of Consultancy will make a significant impact in helping us to become the go-to consultancy for organisations seeking to achieve 'extraordinary' results.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide the day-to-day management of the Human Alchemy business, reporting to the Managing Director.
2. To provide strategic lead for the consultancy, working with the Managing Director, Lead Consultant and others to define the strategy to achieve our vision.

3. To represent the business in discussions with potential and existing clients across a range of sectors to ensure we meet their developmental goals and business challenges.
4. To manage Human Alchemy business growth activity with other staff across the business and with key stakeholders, helping to segment the market and develop high quality bids and commercial proposals with others.
5. To report to the Managing Director on performance against agreed financial targets in line with the business plan.
6. To project manage multiple client accounts and relationships with stakeholders across corporate, private and public sectors. Acting as the point of contact for consultancy assignments from start to the end, supported by the Lead Consultant and wider support.
7. To work with the Lead Consultant to develop innovative and exciting training content and consultancy models that meet the needs of businesses.
8. To lead social media, brand and website development, marketing and communications, ensuring the brand and values of the business are widely known to drive new and repeat business.
9. To manage and develop relevant staff, including contract administration support. Also, to work with the Lead Consultant to maintain and build a community of consultants/trainers who meet the values and behaviours of the business.
10. To provide insight into product and market development activities helping to develop new marketable propositions.
11. To develop, deliver and project manage a Human Alchemy alumni programme for past clients.
12. To display and align with the Human Alchemy values and behaviours for leadership:
  - a. Conscious communication
  - b. Liberates and enables people
  - c. Models high performance team working
  - d. Operates SMART processes and systems
  - e. Values intelligent use of data
  - f. Has a clear and compelling vision
13. To travel nationally (and potentially internationally) to develop business and promote Human Alchemy to prospective clients.
14. To accept responsibility for the implementation of Equal Opportunities policy throughout all personal contacts within this area of responsibility.
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To maintain quality standards appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

	Knowledge	PSM
1	Educated to degree level or equivalent	A/I
2	Possession of management/professional qualification	A/I
3	A thorough understanding of how to maximise commercial opportunities in the leadership and management sector	A/I
4	A thorough understanding of the current and future issues that will impact upon Human Alchemy in its external environment	A/I

	Skills/Abilities – Interpersonal	PSM
5	Excellent communication skills, able to negotiate with clients and key stakeholders	A/I
6	The ability to form and develop productive relationships with clients and key stakeholders	A/I
7	The ability to form and development productive relationships with peers	A/I
8	The ability to effectively manage the performance of others	A/I
9	The ability to demonstrate the key values and behaviours of Human Alchemy	A/I

	Experience	PSM
11	Strong experience of leading projects with large clients from a variety of sectors, including corporate, private and public sector	A/I
12	Business planning	A/I
13	Financial management and budgets	A/I
14	Experience of innovation in order to grow and diversify the business	A/I

	Work Related Circumstances	PSM
15	The willingness to travel in line with business requirements	A/I
16	The ability and willingness to undertake personal and professional development	A/I

	Skills/Abilities - Other	PSM
17	Able to manage multiple projects and be reactive to customer requirements	A/I
18	The ability to analyse and assess information	A/I
19	Strong ICT skills across a range of disciplines	A/I
20	The ability to promote equality of opportunity throughout the business	A/I
21	The ability to take responsibility for safeguarding wherever applicable	A/I

<b>Prepared By:</b>	James Foster
<b>Date:</b>	6 <sup>th</sup> January 2022

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test