

## Job Description - Senior Consultant CHKS

Reports to: Consultancy Manager

### **Main Responsibilities**

- The position of Senior Consultant requires the post holder to take *full* responsibility for delivering contracted services to individual clients, participating in CHKS' National Benchmarking Programmes.
- This will include responsibility for undertaking timely and accurate data analysis, the preparation and presentation of reports, together with the delivery of consultancy days included within the client's agreement with CHKS.
- To support and facilitate CHKS clients to obtain greater understanding of organisational performance, and to advise and facilitate organisational change.
- To input into the specification of, and take *full* responsibility for, the production and delivery of varied health-related consultancy assignments.
- To support the Consultancy/Account Manager in the overall management of the client relationship.
- To support other members of CHKS' consultancy team as required on any other initiatives/projects run by CHKS.

To support the Consultancy Manager and other senior staff in the promotion and development of CHKS and its range of services within the healthcare sector.

### **Duties**

1. To analyse performance data and prepare reports associated with CHKS' routine contractual commitment, for a defined group of clients.
2. To present and discuss these with clients' representatives, offering guidance and facilitating follow up action where relevant.
3. To ensure appropriate and full use of consultancy days within client service agreements, for a defined group of clients.
4. To monitor and advise on data submissions and data quality for a defined group of clients.
5. To co-ordinate the introduction of CHKS services for new clients, providing project management and training as required.



6. To liaise with the Consultancy Manager to develop new working opportunities.
7. To write proposals and present/discuss these with clients.
8. To produce presentations and deliver these to clients, conferences and other forums.
9. To take lead responsibility for the production of consultancy assignments for healthcare clients.
10. To work with other consultants in multidisciplinary teams to produce consultancy work to specified timescales.
11. To work on existing CHKS initiatives including:
  - Signpost
  - Insight
  - Patient Safety Indicators
  - Market Share Analysis
12. To incorporate new products and programmes into client work as and when these are developed

### **Salary and Benefits**

Circa £40K

CHKS offer an attractive package of additional benefits including:

- car allowance or company car
- private healthcare insurance
- contributions to personal pension scheme

Basic salary will be negotiable, reflective of the successful candidate's knowledge experience and ability.

### **Other Requirements**

Applicants must hold a full driving licence. It is likely occasional overnight stays will be required.