

# LOOKING FOR YOUR NEXT CAREER MOVE?

## Trade & Investment- Senior Consultant / Consultant

**Responsible to:**  
Senior Technical Director - Trade & Investment

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### The Role

We are recruiting world class talent. Come and join us.

We are looking for an exceptional individual to support the Senior Technical Director to build a new Trade and Investment business stream that will effectively complement existing IMC projects.

The Senior Consultant/Consultant will support the Business Stream Leader to win a portfolio of Trade and Investment (TI) projects that enhances the broad portfolio of work we provide to a wide range of clients. This will involve identifying and responding to opportunities, building a project pipeline, leading proposal development, providing consultancy services and advice to colleagues and external stakeholders.

### Main responsibilities

- Support the development of an IMC Trade & Investment (T&I) business stream strategy to build on past successes in both trade and investment and which supports the overall IMC Corporate Strategy
- Draw together and maintain a database of case studies to support the T&I strategy and which will form the basis of a Compelling offer for external clients and a knowledge pool for internal colleagues
- Scrape opportunity websites (alongside the marketing team) to identify opportunities for the IMC T&I team to compete for fee-earning technical assistance programmes
- Support the preparation of competitive bids to secure selected projects

- Create a suite of marketing documents to become part of our ITT submissions
- Maintain a strong understanding of global T&I issues and developments and become source of knowledge on the role of WTO inside IMC
- Become an internal champion for the importance of the T&I business stream and to support current initiatives also be prepared to contribute to wider scope project proposals as needed
- Become an external champion for the IMC T&I offer and be prepared to attend events, meetings and receptions in order to promote our capability and secure new contacts and potential business
- Coordinate and produce project Expressions of Interest (EOIs) and proposals to a high standard and to tight deadlines
- Coordinate and administer the day to day marketing, business development and project implementation operations. This includes the pipeline of opportunities, project and business development reporting, invoicing, chasing debtors, contracting, logistics, resolving difficulties, project support, etc.
- Ensure business practices are adhered to across the entire business (bid approval procedures, business integrity & code of ethics, quality/H&S/Security standard, etc.)
- Knowledge Management, maintain project data on Evolution (IMC's internal opportunity tracker tool) for all worldwide projects and working with the communications team to promote our projects and experience
- Research in support of the development of the TI Strategy
- Communicate with and develop relationships with partner firms, senior international specialists, and development partner representatives
- Compile reports, final editing including headers and footers, tables and figure numbers, organising annexes, converting to PDF and stitching together component parts
- Increase IMC's specialist consultant CV pool
- Maintain business development, CV and project reference databases

## Team Environment

This is a new role, in the newly created Trade & Investment business stream. The post holder will work closely with the Senior Technical Director.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required.

**Hours of work**–This role is a full-time position. The working hours are 37.5 per week.

**Location**–The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability

**Salary**–Competitive salary depending on experience

**Annual leave**–5 weeks' annual leave plus public holidays  
The holiday year is 1 January–31 December

**Benefits**–Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday

**The closing date  
for applications is  
Monday 2 October  
at 9am**

## PERSON SPECIFICATION: Trade & Investment-Senior Consultant /Consultant

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
Degree qualification	X	
Master's degree		X
Project management training		X
Finance, project finance management or Excel training	X	
<b>Experience:</b>		
Experience of trade, trade strategy, trade policy or investment proposal development		X
Experience undertaking the financial management of projects		X
Experience of working in a consultancy	X	
Experience of working in international development		X
Experience working with International donors		X
Experience in developing commercial proposals	X	
Experience in procurement management		X
<b>Abilities &amp; skills</b>		
Strong financial skills		X
Good negotiation skills		X
Confidence and enthusiasm	X	
Good attention to detail and ability to carry out complex finance, contractual and administrative tasks	X	
Good project planning skills		X
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Co-operative and supportive team player	X	
Excellent written and verbal communication skills	X	
<b>Personal:</b>		
Self-motivation and pro-active attitude	X	
Flexible attitude to meet the needs of the role	X	
Excellent work ethic	X	

## IMC Competency Framework: Trade & Investment-Senior Consultant /Consultant

Competency	D	I	A	S
	Consultant Level	Senior Consultant Level		
IMC values and ethics	X	X		
Business insight	X	X		
Bid and project management	X	X		
Technical/area specialisation	X	X		
Relationship management and working with others	X	X		
Leadership and resilience	X	X		
Impact and influence	X	X		
Decision making/ planning and organising	X	X		
Results orientation and continuous Improvement	X	X		
Financial and commercial awareness	X	X		

### Key:

*D – Developing*

*I – Independence*

*A – Accomplished- Senior*

*Management Level*