



JOB DESCRIPTION

Executive Search Consultant, Indigenous Markets

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JOB DESCRIPTION

Consultant

Summary description of the position:

Under the direction of the Managing Partner (Brock Higgins), the Consultant is a key member of a professional work team that interacts daily with senior level professionals throughout a number of industries. The Consultant will be directly responsible for organizing, managing and executing all areas of research, mapping, and sourcing for executive search projects with the goal of delivering the highest quality executive search product to the client. The position will work with the Client Services Manager, Administrators as well as Research Associates to complete executive search projects from start to finish.

Key objectives of the position:

- Assists with client expectations and needs throughout executive search projects
- Develops process, assessment and candidate documents as required
- Plans, organizes and executes the completion of Leaders Reports for search projects
- Facilitates interview processes
- Works as a key member of a semi-virtual team
- Networks and identifies new client opportunities amongst Indigenous markets in Canada

Roles and Responsibilities:

A- CLIENT INTERACATION

- Participates in overseeing the development of proposals for potential mandates.
- Participates in initial client meetings and assists in acquiring information regarding new projects and searches.
- Presents and discusses initial industry mapping target sectors and companies lists to clients.
- Presents and discusses Leaders Report throughout incremental stages of the research process.
- Facilitates interviews between clients and/or selection committees and candidates.
- Works with clients on an on-going basis throughout the candidate on-boarding process.

B- DOCUMENT WRITING AND DEVELOPMENT

- Develops and revises: project reports, job profiles, job descriptions, candidate long lists, interview guides, reference check summaries, candidate profiles, and other documents as required.

C- RESEARCH – HUMAN CAPITAL MAPPING AND SOURCING

- Directs and manages the planning and coordination of research and human capital mapping for executive search projects. The Consultant is expected to manage 3 - 4 search projects simultaneously.
- Develops initial target sector and company lists for clients' review and meetings.
- Conducts sourcing calls to potential candidates: ensures the collection of industry and information specific to individual experiences.
- Inputs and coordinates all project research activity on a database system (Salesforce). Research input includes: target companies, names and positions of candidates and sources, resumes, candidate covering letters and documents, and supporting assignment documents, etc.
- Completes thorough screening calls of potential candidates who have applied for positions.
- Meets with candidates and sources as required.
- Works with the Executive Assistant in ensuring that all database system inputs are finalized for creation of the Leaders Report.

D- INTERVIEWING

- Coordinates logistics, scheduling and design of interview processes.
- Facilitates the interview process for groups and individual candidates selected by clients.
- Follows up with candidates as required.

E- ORGANIZATIONAL DEVELOPMENT

- Participates in frequent team meetings and annual organizational strategic planning sessions.
- Trains, mentors and works with new and existing team members as needed.
- Recommends and contributes to organizational process streamlining and improvements.
- Networks and participates in strategic business development for Indigenous markets.

Professional Qualifications:

- Experience working effectively with senior level professionals throughout a number of industries and sectors.
- Must have at least 3 years experience in a business and/or relevant professional environment.
- Exceptional communication skills, especially over the phone.
- Proven experience working with Indigenous clients, communities, organizations and stakeholders.
- Skills and experience with IT and software; experience with CRM/HRIS systems is valuable.
- Skills and experience in directing a client-focussed approach to both clients and candidates.
- Ability to communicate both verbally and written in English; ability to communicate in an Indigenous language or French will be considered an asset.
- Strong preference will be given to an individual who is located or willing to relocate to Ottawa, ON.

Professional Competencies:

- An individual who is energetic and determined to meet and surpass goals and objectives.
- Strong project management experience.
- Entrepreneurial drive.
- Team player with an ability to adapt and adjust quickly to changing work situations.
- Possesses a strong knowledge of business and networks throughout Indigenous markets in Canada.
- Meticulous, organized and thorough.
- Possesses established business contacts and networks in Indigenous markets.
- Manages and ensures quality controls are in place in order to monitor and evaluate operational results. Avoids surprises and is always in control of their work environment.
- Ability to determine what is important and urgent. Able to set priorities for their work and avoid distractions.
- Solution-oriented.
- Flexible to travel and work irregular hours when required.

Educational Background:

- University degree in business administration, human resources, commerce, communications, or other related field of study.