

Position Description

Position: Principal Consultant

Reporting to: EGM

Position overview: Principal Consultant plays a pivotal role in providing strategic guidance, thought leadership, and expert consulting services to our clients. You will leverage your deep industry knowledge and consulting expertise to drive business growth, develop innovative solutions, and build lasting client relationships. The Principal Consultant is a senior-level position within GSA's consulting team, responsible for leading projects, managing and mentoring team members, and contributing to the overall success and reputation of GSA.

Role Targets:

- | |
|--|
| <ul style="list-style-type: none">▪ Administration – 20% of role<ul style="list-style-type: none">- Non client related meetings- Staff management- Learning and development (include Lifeworks)- Administration tasks eg workflow max |
| <ul style="list-style-type: none">▪ Business development – 30% of role<ul style="list-style-type: none">- Client related meetings, emails and phone calls- 4 Proposals submitted per month (based on 1 FTE)- Maintaining sales pipeline |
| <ul style="list-style-type: none">▪ Client delivery – 50% of role |

Employee's Signature: _____

Date: ____/____/____

Key Contacts:

Internal

- Executive General Managers
- CFO
- Head of Government
- Marketing Manager
- Direct Reports

External

- Existing client stakeholders
- Client leads
- Partnership stakeholders
- Vendors as identified

EGM Signature: _____

Position Description



Key Responsibilities:

Client Engagement:

- Lead client engagements from inception to completion, ensuring high-quality deliverables and client satisfaction including seeking feedback and identifying further opportunities.
- Develop and maintain strong client relationships, acting as a trusted advisor and strategic partner.
- Identify and understand client needs, challenges, and opportunities to propose tailored solutions.

Strategic Consulting and Client Delivery:

- Have a comprehensive understanding of GSA services and tailor these to meet the needs of clients.
- Conduct in-depth analysis of disability, access and inclusion relating to client businesses, industries, and markets.
- Development of intellectual capital, tools, and methodologies.

- Develop and present strategic recommendations based on analysis and industry best practices.
- Provide strategic guidance and thought leadership to clients.

Project Leadership:

- Build and lead project teams, assigning tasks, setting objectives, and ensuring project milestones are met.
- Manage project budgets, timelines, and resources effectively to deliver on-time and within scope.
- Monitor and report on project progress to clients and internal stakeholders.

Business Development:

- Contribute to the development of the BD strategy.
- Identify opportunities for business development and contribute to the growth of the consulting practice aligned to the BD strategy.
- Development of proposals including quotes, grant submissions, presentations, and client pitches.
- Leverage your network and expertise to expand GSA's client base.

People Management, Mentorship and Knowledge Sharing:

- Manage, mentor and coach consultants and senior consultants, fostering their professional growth and development.
- Manage staff performance and development processes including recording/reporting and managing process and timelines.
- Share industry expertise and best practices within the consulting team.

Position Description

- Contribute to the development of intellectual capital, whitepapers, and thought leadership content.

DRAFT