



DWC
CONSULTING



Recruitment Pack



The Role: Personal Assistant to the Senior Partner

Location: London

Working hours: Full time

Reporting to: Senior Partner

Annual Salary: £30,000 – £35,000 (depending on experience)

DWC is a growing central London-based consulting firm with a leadership, change management and diversity management portfolio. Our clients are primarily public sector, but we are swiftly growing a roster of private sector clients. We also have a successful specialist recruitment, search and selection division. We are ambitious, driven by strong values and determined to make a difference.

We are seeking to appoint a Personal Assistant to provide additional capacity to support our expanding clientele.

You will be assisting the Senior Partner, supporting his demanding workload. The fast-paced nature of the business requires the postholder being an allrounder, adaptable to a wide variety of professional demands including: administration, preparing briefings/presentations, report proofing, through to ad-hoc support for the consulting team and project managers.

You will be required to be proactive with an ability to hit the ground running. This role presents a perfect opportunity to work at senior levels and on issues critical to organisations, government and wider society.

*If you are interested in this role, please email: messalana.james@dwcglobal.co.uk.
Closing date for applications: 23rd May 2022; interviews week commencing 30th May 2022*



About DWC

Our Vision & Mission

DWC Consulting aims to make a positive difference to our clients' operating cultures. We contribute innovative solutions that empower individuals, organisation and their customers to define and achieve their aims and engender progressive social change.



What we do

Our work covers the following:

- Leadership and Change Management.
- HR and Organisational Development.
- Equalities, Diversity and Inclusion.
- Training, Learning and Development.
- Coaching.
- Investigations.
- Mediation and Consensus Building.

We also have a specialist Recruitment, Search and Selection Division.

What makes us different

DWC Consulting has established a formidable reputation for helping individuals and organisations realise their potential. We do not believe in simply writing reports with recommendations for clients, we bring the highest standards of intellectual rigour to bear on client issues and take a hands-on approach to problem-solving and implementation. We embrace diversity of background and thought and thrive on good ideas whatever their origins. Values are dear to us and we believe in promoting inclusion by helping clients to redefine their values, vision and strategic direction.

What we offer you

We offer a dynamic work environment that is fast-paced and interesting. Our clients span a range of sectors and present a range of challenges that are both stimulating and engaging. You will work with a team of professionals who are energetic and highly collaborative; they will provide support where it is needed and encouragement to attain your professional goals. In the PA role you will have access to the company's top decision-makers who welcome fresh ideas on how the business runs.

Job Description

The postholder will work closely with the Senior Partner and Consultants to provide business-focused executive assistance that ensures that all day-to-day administrative requirements are met.

Main Duties and Responsibilities:

1. Assisting Senior Partner as directed and develop an understanding of the business in order to be able to anticipate and understand business priorities.
2. High-level diary management and efficient co-ordination of meetings to ensure the Senior Partner can balance a multi-client / multi-task workload.
3. Organising senior client and stakeholder meetings, ensuring the Senior Partner (and other DWC colleagues) have all relevant information in advance.
4. Recording meeting minutes and follow-up on actions / other deliverables as necessary and assigned.
5. Be a source of systematic, diligent, and dependable follow-up for the Senior Partner, always operating at a high-level of organisation and preparedness.
6. Provide a bridge for smooth communication between the Senior Partner and other key internal and external stakeholders (DWC staff, client contacts etc).
7. Provide operational support to the team and associates on delivery of consulting initiatives, including providing ongoing support for the team.
8. Working as part of a team or individually on discrete project work, as directed by the Senior Partner.
9. Attendance at senior client and stakeholder meetings, alongside the Senior Partner (and other DWC Executives), with a delivery brief and as a client-facing representative of DWC.
10. Co-ordinating with colleagues and internal stakeholders of DWC Consulting, to ensure effective collaboration across all areas of the business.
11. To be an effective representative for DWC Consulting and promote a positive image of the organisation.
12. Working closely with the administration and operations managers to ensure the smooth running of the business, including the maintenance of office stock and supplies and regular database updates.
13. Proof reading reports and publications.

Person Specification

Qualifications, Experience and Knowledge

- Good standard of education and ability to articulate ideas clearly in writing and through the spoken word.
- Proven experience of organising and prioritising tasks efficiently and effectively, working with a range of stakeholders and delivering to tight deadlines.
- Knowledge of issues relating to social justice, equality, diversity & inclusion.

Skills and Attributes

- Advanced organisation and time-management skills. Able to work under pressure and to tight deadlines.
- Exceptional written and verbal communication skills, both internally and externally (client-facing), coupled with a professional demeanour and presentation.
- Ability to research concepts that form the basis of project proposals and presentations and the ability to present the findings coherently in writing.
- Proactive, solution-oriented and resilient. Able and willing to work flexibly, according to the business needs and to adjust priorities at short notice.
- Diligent and with an acute attention to detail.
- Proven team-working ability, but with the self-motivation and ability to work autonomously.
- Able to demonstrate professional and personal maturity and independent judgement.
- Considerable discretion, integrity and confidentiality.
- Adaptable, dependable, accountable and with strong decision-making ability.
- Hands-on, 'can-do' attitude towards every aspect of the job.
- Proven ability to liaise and build strong relationships with key stakeholders.
- Proficient in Microsoft Office applications and other office productivity software / tools.

About You

- Confident working alongside board-level executives and partners.
- Uses initiative with minimal supervision.
- Dedicated to the quality and accuracy of projects from inception to completion.
- Can manage a heavy workload with strict deadlines.
- Excellent organisational skills.
- Flexible and willing to take on ad-hoc tasks.
- Comfortable working independently and as part of a team.

How to apply

If you wish to apply for this role, please send us a covering letter outlining why you feel you have the competencies to undertake this role to a high standard.

Please read the job description and person specification giving relevant examples of past work / assignments or transferable skills where you can, to demonstrate your ability to carry out this role to a high standard.

Application submission to messalana.james@dwcglobal.co.uk before the closing date of 23rd May 2022; interviews week commencing 30th May 2022.

We look forward to receiving your submission.