



## Research Consultant, Interim Management



### The Company

Knightsbridge works with organizations to help them seamlessly execute their strategy through people. Teams of experienced specialists in Leadership & Talent Development, Executive Search & Recruitment, Career Development & Transition, and Workforce Management provide integrated solutions to deliver on your human capital needs. Knightsbridge has the people and services you need when you need stronger people.

Knightsbridge is Canada's fastest growing human capital company, with 26 offices and 250 employees across Canada, the U.S and the U.K., including Toronto, Montreal, Ottawa, Calgary, Vancouver, as well as Halifax, Moncton, and St. John's through our strategic alliance with Knightsbridge Robertson Surette. We serve our clients globally through strategic alliances with Lee Hecht Harrison for career transition services and Amrop for global executive search.

### Our Vision

We will be seen as reshaping the way the market unlocks its human and organizational potential.

### Our Mission

Great organizations are built by great people... we move people and organizations to greatness!

### Role

Research Consultants are responsible for project delivery and conducting research activities aimed at meeting the senior talent requirements of client companies. They are effective communicators who combine solid sourcing skills with a customer service orientation and enjoy playing an active part in filling search mandates.

As a key team player, the Research Consultant's primary focus is upon supporting the strategic development and ongoing growth of the Interim Management practice. They will also be called upon on occasion to conduct full searches in support of Knightsbridge's Outsourced Recruitment practice.

### Key Accountabilities

Delivery of research and search support to Interim Partners as well as ensuring the integrity of candidate information in the database (Encore):

- Lead research support for recruitment assignments in a variety of industries and functions, identify research strategies and determine best approaches to source appropriate candidates.
  - Conduct research using internal and external databases, on-line database sources, internet research techniques, direct sourcing, partner networks and contacts.
  - Contact prospective candidates to profile and document their background and interest. Schedule and/or co-ordinate client/candidate interviews.
  - Establish and execute the research methodology to identify qualified candidates with expediency.



- Assist Partners with Job Posting development for each assignment, and within 24 hours of receiving the search, email to appropriate network as well as post on Knightsbridge web site and any other appropriate job board sites.
  - Manage the upkeep of email network (i.e. KHCS / CT firms) for posting distribution.
  - Manage responses to postings efficiently and professionally to ensure candidates have been appropriately responding to in a timely manner.
- Open searches on Encore with appropriate data as well as attributing candidate profiles so that searches can be utilized in the future.
- Create Encore Workbenches for searches and place possible candidates within the Workbench to capture long lists for future use.
- Participate in Information Gathering session with Partner and Client organizations to gather useful information for the development of search strategy and timelines
- Upkeep of paper based resumes ensuring the candidate is recorded in Encore, appropriate notes and attributes attached, and then filed away.
- Phone screen candidates and capture information on Encore. Identify any top level candidates that should be met proactively by the Partners and set up interview times.
- Respond in a timely manner to any general inquiries from interested candidates and update their availability and experience in Encore.
- Develop research information on noteworthy companies when required.
- On a continuous basis, investigate helpful sites for sourcing candidates.
- Send out Interim Manager Email blasts to stay in touch with Interim candidate pools. Manage responses and update Encore.
- Provide additional support to the Partners where needed helping them stay on track with a search and with candidates in the pipeline.
- Code and load submitted resumes into Encore, the Candidate Tracking system and file paper based resumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- 8-10 years of demonstrated recruitment experience and accomplishments combined with business skills and experience dealing with Executive level candidates.
- Strong technical skills with applicant tracking systems, databases, social networks (LinkedIn), MS Office / Internet, etc.
- Strong communication skills and project management skills. Confidence and maturity.
- Excellent planning and organization skills, together with a proactive, analytical approach.
- Experience of operating with external partners to support the identification of qualified candidates.
- Ability to manage workloads to meet demanding timelines with quality results.
- Ability to work well in a team environment where integrity, trust, diversity, quality and efficiency are highly valued.

## **Requirements**

**Influence and Persuasion:** influencing others to a desired outcome through building persuasive arguments based on logic and fact, coupled with the ability to anticipate and respond to the needs and concerns of others. Is able to identify and balance the needs of multiple stakeholders. Can demonstrate ways to meet the diverse needs of different interest groups.

**Results Orientation:** makes a personal commitment to meeting or exceeding a standard of excellence, focusing attention to achieve effective outcomes, a bias for taking action, demonstrating a sense of urgency, showing initiative and consistently delivering against defined targets. Makes



specific changes in own work methods or systems to improve performance beyond agreed standards (e.g., does something faster, at lower cost, more efficiently; improves quality, customer satisfaction, revenues, etc.). Manifests a sense of urgency as appropriate in various situations.

**Collaboration:** understands group dynamics and is able to solicit varying points of view, ideas, and opinions from team members to help form specific decisions, plans, and build consensus. Genuinely values others' input and expertise, is willing to learn from others, and consider other groups'/departments' perspectives.

**Relationship Building:** working to build or maintain ethical relationships or networks of contacts with people who are, or might someday be, useful in achieving work-related goals and establishing competitive advantage.

**Communication:** able to interact effectively with other individuals and groups. It is the ability to accurately listen, understand and respond appropriately and effectively when interacting with individuals and groups. Solicits and provides constructive and honest feedback. Presents ideas simply and clearly.

### **Location**

Toronto, ON (Downtown)

### **Remuneration & Benefits**

Competitive salary plus bonus based on personal and corporate performance. Comprehensive benefits plan.

### **Application for consideration**

Please send your resume and covering letter outlining your interest in this role to:  
[cjeffery@knightsbridge.ca](mailto:cjeffery@knightsbridge.ca)

