



# Example of Manager Consultant Job Description

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Our company is searching for experienced candidates for the position of manager consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager consultant

- Partner with HR Business Partners and Compensation to review levels and titles for one off roles or group market pricing
- Ensure that roles across the organization with similar scope, breadth, depth are leveled the same and that any potential ripple effects are identified and addressed
- Provide input and final recommendation for all disputed job levels
- Ensure that roles are titled according to our firm-wide titling philosophy and that all request for use of external facing titles are approved by the Org Design Governance Committee
- Partner with Compensation to prepare documents for Organizational Design Governance Committee meetings and perform research on roles to identify comparable roles across the organization and potential ripple effects
- Act as backup to chair organizational design committee meetings and present roles to governance committee members so that they have a sound understanding of the roles and their impact to the organization
- Provides guidance to business partners and HR Business Partners in developing accurate and concise job descriptions to accurately scope and size jobs
- Consult with HR Business Partners and business unit leaders on job family design and construction
- Create tools, and resources that the business and HR partners can leverage as guidelines to support their Organizational Design efforts such as job aids

- Perform ad hoc and standard analysis, external/internal research on best practices and reporting to support Organizational Design efforts

### **Qualifications for manager consultant**

- Must have experience with the FAR cost principles, government contracts, GSA, Cost Accounting Principles, and indirect rates
- Must possess knowledge of basic accounting principles, strong interpersonal and communication skills
- DCAA experience is preferred
- Self-motivated individual with the ability to multi-task and work in a dynamic, fast-paced environment
- Demonstrates excellent relationship management skills with internal clients
- Proficient in Technical Illustration