

Staff Rate Card

Staff designation/ grade	Rate/day (£) – based on 8 hour day, including all travel expenses.	Out of Hours Working Mark-up (%)	
		Weekends (Saturday or Sunday)	Bank Holidays
Partner / Director		%	%
Principal Consultant		%	%
Senior Consultant		%	%
Consultant		%	%
Junior Consultant		%	%

5.5 CONSULTANT GRADE DESCRIPTION

Grade definitions – B6 Utilities Services

-Partner/Associate Director/General Manager

General	For a partnership, a Partner in the practice; for a limited company, any employee who carries the title "Director" (or "Associate Director" or other similar title) and who is normally chargeable to projects. Member of a company generally in overall charge of the management, policy and conduct of the firm's business including maintaining effective communication channels and is able to commit the company to undertake all major contracts. Responsible for all grades of personnel.
Typical Education /Qualifications and Experience	• Hold appropriate professional qualifications applicable to the sub-category commissioned to perform and/or corporate membership of a major institution. • Must have relevant work experience spanning several major programmes. • The ability to demonstrate key involvement in delivering projects of high value and complexity. • Overall responsibility for project(s) and for supervision, control and development of subordinate personnel. • Significant management responsibility and direction within the consultancy including client liaison, specialist skills or experience.
Responsibilities	• Develop client relationships. • Review enquiries for survey services, prepare fee proposals and negotiate commissions. • Manage and control all the personnel efficiently, and in compliance with all relevant statutory instruments procedures, rules, regulations, standing orders and instructions and the adopted procurement method. • Develop and maintain effective communication channels, between the consultancy and TfL and external contractors and other bodies as necessary. • Ensure that sufficient personnel are assigned for the commission and that they are suitably qualified and

	motivated to perform the duties allocated to them. • Oversee all commission activities and ensure full adherence. • Comply with all the projects safety and quality assurance procedures and requirements, including audits, and ensure that all consultancy personnel do likewise. • Facilitate and ensure that training needs, both personal and that of the consultancy personnel, are identified and addressed.
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