

Position: **Senior Consultant**
Reports To: **Vice President or Principal**
Focus Area: **Facility Activation Solutions**

POSITION SUMMARY

The Facility Activation Senior Consultant (FASC) is responsible for analyzing, planning, implementing and executing all activities related to the activation or relocation of a hospital facility. The FASC will participate in the strategic marketing initiatives for the Facility Activation Solutions (FAS) Division. FASC will lead consulting team members in developing creative solutions for activation engagements and will have the ability to perform the following functions: provide senior leadership on multiple activation planning engagements and manage multiple activation planning teams; manage/oversee multiple projects, programs or engagements; conduct Activation Readiness Assessments; supervise the preparation, development and maintenance of the Master Activation Budget and Schedule; update the budget and schedule on a regular basis; prepare Activation Implementation Plans and Project Status Reports for each assigned project. FASC will report to the Vice President.

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES

1. Facilitate planning and scheduling sessions for large complex hospital projects.
2. Evaluate all areas of an existing medical facility to understand the current building and layout.
3. Participate in the development of all activation planning documents.
4. Understand and interpret architectural floor plans with furnishings and medical equipment.
5. Understand the existing and new floor plans to identify and compare areas for creating origin/destination documentation.
6. Understand clinical operational flow patterns and processes.
7. Understand and be involved in a procurement process for healthcare equipment and furnishings.
8. Lead/participate in client/owner group meetings with a diverse culture.
9. Ensure the successful completion of all projects assigned through effective management of people, time and equipment.
10. Engage and interact with all levels of clients, vendors, consultants, etc. with clear and concise oral and written communications.
11. Assist Vice President in marketing and sales efforts related to activation and occupancy planning.
12. Develop new client contacts and maintain existing client contacts to promote new and repeat client engagements.
13. Cultivate and maintain a network that will assist in obtaining annual revenue goals.
14. Actively participate in professional and industry-related organizations that will enhance KLMK's reputation and increase marketing opportunities.
15. Market KLMK by presenting at conferences and/or publishing articles in industry journals.
16. Assist in the development and negotiation of all proposals and contracts.
17. Perform other duties as assigned to enhance the development and growth of KLMK.

GENERAL BACKGROUND AND MINIMUM REQUIREMENTS

1. 7-10 years of practical project management experience, preferably in activation and planning management.
2. Required Education – Bachelor degree from an accredited four-year program in a related field such as:
 - Facility Planning - planning, architecture, design or administration
 - Project Management – architecture, engineering, building construction
3. Preferred Education – Masters degree from an accredited program:
 - Facility Planning - planning, architecture, design or administration
 - Project Management – architecture, engineering, building construction, real estate development
4. Detailed knowledge in clinical healthcare program management, operations and planning; operational interviews; technology integration; move planning, patient moves and healthcare facility activation preferred.
5. Communication – excellent, verbal, oral presentation and written skills.
6. Interpersonal – able to work well with others and participate as a team player.
7. Goal Oriented – able to set goals and achieve them.
8. Organizational Ability – able to plan, prioritize, organize and monitor activities and projects. Ability to handle multiple projects simultaneously and ensure quality of work.
9. Computer Skills – Knowledge of personal computers, MS Office, scheduling software, CADD, crm database.

WORKING CONDITIONS

Standard Office Environment	30	% of time
Travel Required	70	% of time
Lifting Required		% of time
Continuous Standing		% of time
Exposure to Chemicals		% of time
Exposure to Loud Noises		% of time