

Management Consultants

A guide for newcomers to British Columbia



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1. Working as a Management Consultant

Job Description

Management consultants perform some or all of the following duties:

- Work with companies to develop or change an organization plan in areas such as operations, human resources, records management, and communications
- Determine efficiency and effectiveness of managerial policies and programs
- Conduct quality audits and develop quality management and quality standards for ISO (International Organization for Standardization) registration
- Study company reports, financial statements, and industry publications

Source: NOC, <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/QuickSearch.aspx?val65=1122>

Industry Overview

Industry experts predict an increased demand for Management Consultants. Recent trends show that large companies and governments prefer to hire management consultants to provide analytical and advisory services, replacing other middle management staff. Professional work experience is critical.

Almost three-quarters of management consultants work in the Lower Mainland.

Source: WorkBC Career Profiles, <https://www.workbc.ca/Careers/> [search NOC 1122]

Job Outlook in BC



Chart from WorkBC

The **Employment Outlook for BC** provides job openings projections for Professional Occupations in Business Services to Management within BC regions:

Region	2010 Estimated Employment	2015 Estimated Employment	Avg Annual % Change, 5 Years, 2010 to 2015
Vancouver Island	1,000	1,030	0.7%
Lower Mainland / Southwest	6,070	6,890	2.7%
Thompson-Okanagan	580	590	0.5%
Kootenay	110	130	3.9%
Cariboo	130	140	0.1%
North Coast & Nechako	100	100	-0.3%
Northeast	70	70	0.7%

Source: Regional Employment Projections, BC Stats. Projections for development regions.

<http://www.bcstats.gov.bc.ca/StatisticsBySubject/LabourIncome/EmploymentUnemployment/RegionalEmploymentProjections.aspx> [accessed October 2014]

You can learn more about the management consulting industry in BC from

- **WorkBC Career Profile** <https://www.workbc.ca/Careers/> [search 1122]

Types of Employers

Management consultants are employed by management consulting firms, large companies, and government agencies. Many are self-employed. Generally, management consultants work for a variety of clients.

Salary

The average annual salary for Management Consultants in BC is between \$66,000 and \$95,000. Those with advance experience and education such as an MBA (Master of Business Administration) can earn more.

Source: From *Career Cruising* database (Profile for Management Consultant). Available from the VPL Digital Library | Explore our Digital Library page <http://www.vpl.ca/digital-library/career-cruising/>

Job Bank Canada provides hourly wages for Professional Occupations in Business Services to Management in BC regions:

Location	Wage (\$/hr)		
	Low	Median	High
British Columbia	18.00	28.85	51.28
Lower Mainland - Southwest Region	18.00	28.85	55.00
Thompson--Okanagan Region	18.00	28.85	51.28
Vancouver Island and Coast Region	18.00	28.85	51.28

Source: Job Bank Canada <http://www.jobbank.gc.ca/>

Working Hours

Management consultants usually work long hours, around 50 to 60 hours a week. Weekend work is common. The extra long hours are expected, and in fact often necessary, to complete projects on time and should be included in the consulting contract agreement.

Source: From *Career Cruising* database (Profile for Management Consultant).

2. Skills, Education and Experience

Skills

- Excellent analytical and problem-solving abilities
- Excellent interpersonal skills
- Strong verbal and written communication
- Creative and Goal-oriented
- Strong project management skills
- Strong presentation skills
- Able to work in stressful situation

Source: *Career Cruising* database (Profile for Management Consultant).

Education and Experience

- A bachelor's degree or college diploma in business administration, commerce or a related discipline is usually required
- A graduate degree in business administration may be required
- Some establishments may require management consultants to be certified as a Certified Management Consultant
- Some employers prefer to hire management consultants who have earned voluntary certification through a professional association.

The professional designation of Certified Management Consultant (CMC) is administered by the Canadian Association of Management Consultants

For more information on the designation of Certified Management Consultant see:

- **Canadian Association of Management Consultants**
<http://www.cmc-canada.ca/cmccacdesignation/earnthecmc/howtoearncmc>

Qualifications

This occupation is not regulated in British Columbia

- **Certification is voluntary**

3. Finding Jobs

You'll find job advertisements in local newspapers and electronic sources, as well as through professional associations' publications.

Local Newspapers

You can look at the *Vancouver Sun & The Province* at Vancouver Public Library for free. Check the job postings daily, the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and in *The Province* on Sundays.

Job White Pages

- Available in print at the Central Library or online at <http://www.vpl.ca/digital-library/jobfreewaycom>
Available from the VPL Digital Library | Explore our Digital Library page
Access at VPL locations only

Online Job Postings

- **Indeed.com**
http://ca.indeed.com/advanced_search
Find jobs posted on a multitude of company career sites and job boards

Professional Associations' Career Resources

- **Canadian Association of Management Consultants. Careers**
<https://netforum.avectra.com/eweb/DynamicPage.aspx?WebCode=LoginRequired&Site=cmc-canada&ReturnUrl=http://www.cmc-canada.ca/careerhq/searchjobs>

Restricted to members only

Identifying the Right Position

When you browse job advertisements, you'll find a range of different job titles that are relevant.

For management consultants, look for these related job titles (from NOC):

- ISO consultant
- business management consultant
- business methods analyst
- consultant, organizational analysis
- health information management consultant
- management analyst
- organizational analyst

Creating a List of Potential Employers

You can use directories to produce lists of employers who work in the management consulting industry in Vancouver or the Lower Mainland. Contact them directly to find out if they're hiring.

- **Canadian Association of Management Consultants Member Directory**
<http://www.cmc-canada.ca/network/members>
- **Industry Canada Directory of Business Consultants**
http://www.ic.gc.ca/eic/site/ccc_bt-rec_ec.nsf/eng/h_00007.html
- **Reference Canada**
<http://www.vpl.ca/digital-library/reference-canada>

Click on "Start Search" beside Canadian Businesses, then select the "Advanced Search" button. Select both "Keyword/SIC/NAICS" under Business Type and "City" under Geography. In the top search box enter "Business management consultants" and click SEARCH. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button.

NOTE: *You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).*

4. Applying for a Job

In Canada, employers usually expect to receive a resume (curriculum vitae) and a cover letter that identifies the position you are applying for and summarizes your relevant experience.

Use the library catalogue, <http://vpl.bibliocommons.com/> to find books on writing resumes and cover letters specific to your industry.

To learn about applying for jobs in Canada, use the following pathfinders which are available in print at the Central Library or online at <http://skilledimmigrants.vpl.ca/>.

- **Writing Resumes and Cover Letters**
Go to <http://skilledimmigrants.vpl.ca>
[Search Writing Resumes and Cover Letters]

- **Getting Canadian Work Experience**
Go to <http://skilledimmigrants.vpl.ca>
[Search Getting Canadian Work Experience]

- **Networking for Employment**
Go to <http://skilledimmigrants.vpl.ca>
[Search Networking for Employment]

- **Learn More About Working in BC and Canada**
Go to <http://skilledimmigrants.vpl.ca>
[Search Learn More About Working in BC and Canada]

5. Getting Help from Industry Sources

Industry Associations

Associations and organizations for management consultants in BC and Canada provide assistance to individuals. Some require paying a fee for membership.

- **Canadian Association of Management Consultants (CMC -Canada)**
<http://www.cmc-canada.ca/>
- **CMC-British Columbia**
<http://www.cmc-canada.ca/membersonly/communities/community-home?CommunityKey=329c4314-b819-4b52-bad3-125bb92d36b7>
- **International Council of Management Consulting Institutes (ICMCI)**
<http://www.icmci.org>

Industry Journals

Search the Vancouver Public Library catalogue for journals related to your profession. Examples at the Central Library:

- **Meridian**
<http://www.icmci.org/library>

Questions? Please ask the Information Staff in the Central Library, Vancouver Public Library or telephone 604-331-3603.

Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <http://skilledimmigrants.vpl.ca/>.