

Being an Interim Manager, with RSA Interims Frequently Asked Questions and Answers

RSA is a global leader in Life Sciences interim management and executive search.

RSA Interims was founded in 2002 and has remained committed to delivering excellent service to our interim managers and to our clients. We value your feedback and thoughts on our processes so please let us know if there are things we can do to improve what we do and how we do it for you.

This sheet has been designed to help answer some of the questions you may have about working with RSA Interims. If you would like to discuss any other area of the business or if you would like to talk to one of our international teams in Germany, Switzerland, France, Singapore, China or the US then please do not hesitate to ask us to arrange this for you.

What is Interim Management?

Interim management is a service delivered by an experienced professional quickly to fulfil a “hands on” role (operational or strategic) on a short term assignment without the time/cost of employing them. Do call us on 01707 228606 if you would like a confidential meeting with one of our consultants to discuss becoming an Interim Manager or working with RSA Interims. Alternatively further information is available on our website.

<http://www.thersagroup.com/interim-management/>

What is the IMA?

The Interim Management Association is a Trade Association representing the majority of established and leading Interim Management recruiters operating in the UK market. RSA Interims was elected as a member of the IMA shortly after its inception in 2002. Together we aim to help clients lead business change, drive core business objectives and relieve pressured management teams by carefully selecting and appointing the right interim managers.

<http://www.interimmanagement.uk.com/pages/home.aspx>

What is an Interim Manager?

A professional, who delivers solutions to your business. They are typically used at short notice for short and medium term high impact roles, and can incorporate the roles of consultancy and project management, planning and implementing change, so ensuring seamless delivery and full accountability. Interims operate on a freelance basis, and are either self-employed or work through their own limited companies. Interims are not temporary employees, but are professionals in business on their own account, with the risks and rewards that that implies. They are responsible for their own arrangements for holiday, pension, health insurance etc, and will normally carry professional indemnity insurance.

What type of Interim Management assignments does RSA handle?

RSA has more than 27 years specialising only in the Pharmaceutical, Biotech, Clinical and Life Science Sectors. The majority of our roles reflect this expertise. We have relevant functional teams in Medical, HR, General Management, Sales & Marketing, Quality and Manufacturing, Clinical & Regulatory, Science and Medicine, Pharmacovigilance and Pre Clinical R&D

How long do Interim Management assignments last?

They can vary in length from just a few days to more than a year but the average is about 6 months.

What attributes do I need?

A seasoned approach with self confidence. Credibility, diligence & enthusiasm. You will need to be self-motivated, independent & objective you should be results focused and hit the ground running. Show a strategic mind set but be happy to have a hands-on attitude. To fit in and be a team player. You will need to be an excellent communicator, influencer & leader. To be able to handle ambiguity. To be politically aware, sensitive to the situation and always act ethically. To be proactive and undertake CPD to keep ahead of the game in both your function and profession and as an Interim manager. You need to be prepared to travel, as not all assignments will be within easy travelling distance from your home. Sometimes that means B&B during the week

Confidentiality Agreements

Following an initial conversation with one of our Interim Consultants you will be asked to sign a Confidentiality Agreement which will be sent out to you by email. By signing and returning the document, you confirm that any specific discussions relating to a particular client and/or assignment remain confidential and no direct approach will be made by you to the client regarding that particular opportunity.

How do I get paid, and when? How are my expenses paid?

RSA Guarantees payment on time, every time. We provide our Interims with an electronic time sheet each month and the Interim Manager needs to get this agreed and signed off by the relevant manager/director and forwarded to RSA with a copy of their invoice within 5 working days of the month end. If you work through your own limited company we will always endeavour to pay you within 10 working days of receipt of invoice and timesheet. If you work through an umbrella company then there are slight variations to the process. At the end of the month they will invoice us and run your payroll for you and will pay you.

Expenses can be claimed through RSA or your umbrella company. In most cases companies will pay expenses directly to you.

You will receive an email from RSA towards the end of each month asking you to give us an indication of the number of days you intend working the following month. Whilst we appreciate the figure may not be 100% accurate, please reply with your best estimation.

Where can I go to find out more?

Call us at RSA Interims on 01707 228606 or visit our website for links to the Interim Management Association.

<http://www.thersagroup.com/interim-management/>

What do we need from you?

Professionalism and quality.

Consistent, honest, communication – we like to hear from you.

Regular updates on your circumstances - fast communication flow can make a big difference in helping us secure your next assignment quickly

We need registered address of ltd co; registered number/cert of incorporation.

If umbrella then a point of contact there to help them and us.

Bank details

Details of Professional Indemnity cover and the level of cover you have

Signed-off timesheets, as soon as possible, each month sent together with your invoice

All relevant certificates and documentation

Up to date contact details including: mobile telephone number, private e-mail, home telephone number. Please also let us know if any of these details change.

Who do I contact if I have a question or an issue arises?

The relevant consultant you are working with and if you are unable to speak with them then please call Perry Evans on +44 1707 228606.

What is the process if the Client is interested in my CV?

As soon as a client expresses interest in your details we will contact you to explore the project and check your availability and day rate. This will also give us a chance to forward and relevant information on the assignment to you and discuss the position. In some cases we may ask for your permission for forward a full CV in advance to speed up the process. We will then arrange a business meeting for you with the client where the details of the project will be discussed. We will then follow up with you and the client and provide feedback on the next steps.

Why should I sign up to RSA Interim's e-mail alert system?

Because it will keep you apprised of new roles as they arise and may identify positions that would suit you even if you may not be an obvious candidate based on an older CV.

<http://www.rsajobs.com/>

Can I work on other Interim Management projects while working through RSA?

Yes you can. Please do contact us if you have any concerns about confidentiality issues.

What can I expect from RSA?

A high standard of service. To be treated courteously and professionally by us and for us to be working proactively on your behalf. To do this we need your help by keeping in touch so we know what your status is should a role come in that fits your profile. To be paid on time for the work you have done.

What happens if the Client offers me a permanent role?

This is not unusual and how you feel about it will depend on your reasons for becoming an Interim Manager. In most cases the client would have asked us first and we will then talk to you to gauge your thoughts. If the client approaches you directly then please let us know so we can help facilitate a smooth transition or protect you from feeling under pressure to agree.

What happens with references?

If you already have references you can share with us please forward them at your earliest convenience we find this a very effective way to market you. We recommend you build up a portfolio of references and testimonials from your assignment history.

What should I do if I want to leave?

Please call us first so we can help manage the process for you and the client. There can be a multitude of reasons why you might want to leave and your decision and rationale will determine how we convey the message to the client.

What should I expect from one of RSA Interims Networking Events?

We run interim networking and information delivery events twice each year to promote you and to ensure you are up-to-date with industry news, regulations and information. These events are also run by our other offices in Europe, Singapore and the US. The purpose is to give you an opportunity to meet the team, hear about topical issues from external experts and network with other Interim managers. Please feel free to ask us about our next event when you are in contact with us.

For regular news and updates on RSA and RSA Interims then please visit our website

<http://www.thersagroup.com/>