

## JOB DESCRIPTION

<b>Job Title:</b>	Consultant
<b>Grade/Salary:</b>	£60,000 + benefits
<b>Responsible to:</b>	Group Managing Director / Managing Consultant

### Job Purpose:

To work as part of our expert consulting team to improve our client universities operations, particularly their efficiency and effectiveness. This includes making insight-driven recommendations for sustainable and impactful change and helping to drive implementation of improvement projects.

The post holder will manage the hands-on delivery of small, discrete assignments and work as part of a team of subject experts on larger transformation programmes. The post holder will develop strong and effective client relationships to underpin the retention of our member universities and help increase our success in winning fee-based work.

This role is home-based. There has historically been a requirement to travel extensively across the UK to visit and to spend time at university sites, which may require overnight stays. Covid-19 has reduced this requirement and there is now an expectation that delivery can be facilitated effectively through digital platforms. However, we do anticipate a phased return to some on-site working in the coming months where this can be safely and effectively accommodated.

### Main Duties and Responsibilities

1.	To work closely with the SUMS Leadership Team, Principal Consultants, Associate Consultants and Insight Analysts in scoping, managing and delivering high quality assignments for universities and our other clients.
2.	To engage positively and energetically with clients and stakeholders through a range of means, including the facilitation of focus groups, workshops, interviews and virtual channels, in order to add maximum value to assignment delivery and SUMS membership.
3.	To carry out benchmarking, data analysis and other forms of desk research, to create an empirical evidence base for assignments.
4.	To identify issues, form hypotheses and recommend options for solutions across a diverse array of areas.
5.	To ensure best practice in relation to equality, diversity and inclusion is incorporated as standard within all aspects of your work and that you are a strong advocate for minimising barriers and advancing equality.
6.	To act as account manager for SUMS member institutions, helping to ensure their business needs are reflected in the SUMS work programme and that they have access to all expertise they require.
7.	To work in partnership with university change teams and/or project managers, to ensure value is delivered and recommendations are implementable and facilitate skills transfer.
8.	To work with SUMS assignment managers and clients, to ensure that assignments are delivered on time and that resources are optimised to ensure value for money.
9.	To prepare effective documents, reports and presentations of findings and recommendations for assignments, confidently presenting these to clients.
10.	To support the identification and award of new business and profile-raising opportunities, fully leveraging professional platforms such as LinkedIn to promote the SUMS Group.
11.	To undertake other duties as determined by the SUMS Leadership Team.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
Work Experience	<p>Experience of working in change management or for a management consultancy</p> <p>Experience of complex organisation design and/or target operating models</p> <p>Experience of client relationship management</p>	<p>Experience of working in Higher Education</p> <p>Experience of working in a professional discipline such as HR or Finance</p> <p>Experience of advising on or managing formal consultation processes</p>
Education/Qualifications	Educated to degree level	<p>A second degree or professional qualification in a business-related discipline</p> <p>Programme or project management accreditation</p>
Skills/Abilities	<p>Excellent communication, collaboration and facilitation skills</p> <p>Ability to assimilate and analyse complex data</p> <p>Ability to work productively as part of a team</p> <p>Strong commitment to issues of equality, diversity and inclusion</p> <p>Ability to problem solve and to think creatively</p> <p>Excellent written skills including the ability to prepare documents and presentations for a range of stakeholders</p> <p>Ability to manage your time and juggle a range of concurrent projects</p> <p>An understanding of and empathy with the culture in Higher Education</p>	<p>Financial literacy and commercial understanding</p> <p>An understanding of the Higher Education policy landscape</p>

Please submit your CV and a cover letter to [sums@reading.ac.uk](mailto:sums@reading.ac.uk) by 13:00 on 2nd August 2021.