

## JOB DESCRIPTION

<b>Job Title:</b>	Principal Consultant
<b>Responsible to:</b>	Group Managing Director; Managing Consultants
<b>Total Rewards Package:</b>	£100,000 + (excluding bonus)
<b>Contract</b>	Permanent
<b>Full-time / Part-time:</b>	Full-time
<p><b>Job Purpose:</b></p> <p>You will work with our higher education clients, and alongside your SUMS colleagues, to advise on and improve all aspects of their institution's performance. The content of your assignments is likely to span strategy, capabilities, systems, business processes and culture. You'll also play an important role in account management, building relationships with our member institutions and ensuring they always have access to the highest quality consultancy support. Additionally, you'll be hands-on in our business development activity, helping the SUMS Group to keep building our reach and profile so we can bring meaningful and sustainable change to an ever greater number of institutions.</p>	
<p><b>Main Duties and Responsibilities:</b></p>	
1.	To deliver the highest standards of consultancy to a range of education clients by managing a portfolio of assignments and projects that lead to sustainable, implementable and impactful change
2.	To manage and/or support the development and delivery of our team of consultants and associate consultants, enabling them to deliver their best
3.	To plan and facilitate workshops and events in support of outstanding assignment delivery, in both virtual and face-to-face environments, and with a vast array of different stakeholders
4.	To be the practice lead for particular service areas and themes, taking ownership of the resources relevant to that area (e.g. consultants, products, case studies, digital presence)
5.	To present proposals, stage gate findings and final recommendations to client audiences in both verbal and written formats at both a senior and operational level
6.	To play an active role in continued development of the SUMS Consulting Team through contributions to team meetings, staff development days, and discussions on MS Teams channels
7.	To act as account manager for a cross-section of member institutions, liaising regularly with clients to plan their consulting programme for the year ahead, and to ensure that their senior management team has full knowledge of, and access to, the benefits of their membership subscription
8.	To ensure that a steadfast commitment to diversity and inclusion is embedded in all aspects of your approach and interactions, both internally and with our clients
9.	To write regular thought pieces for dissemination to the SUMS membership, providing advice, insight and examples of innovation both within and external to the sector in key areas of professional service delivery
10.	To strengthen the profile and reach of the SUMS Group through active participation in business-focused social media channels such as LinkedIn
11.	To chair both internal working groups and/or external communities of practice when there is opportunity, and advantages to our member institutions, in doing so

12.	To be an active contributor to our business development activity which can range from authoring/contributing to written tender proposals through to being part of the pitching team for particular assignments
13.	To deliver assignments both individually and as part of a larger consulting team, sometimes acting as a senior delivery consultant for big transformation programmes and managing the consulting resources required to deliver a gold-standard job

## ESSENTIAL COMPETENCIES AND BEHAVIOURS

Essential Competencies and Behaviours	Demonstrated by?
Focused on delivering excellence	<ul style="list-style-type: none"> <li>You consistently bring high quality insight, responsiveness and solutions to senior clients</li> </ul>
Excellent communicator, verbally and in written communication	<ul style="list-style-type: none"> <li>Your written communication is fluent, well-crafted and accessible</li> <li>You have a personable and socially competent style which puts clients at ease and leads to meaningful and long-lasting relationships</li> <li>Your verbal presentations are well-planned, thoughtful and delivered with enthusiasm and energy</li> </ul>
Financially literate and commercially aware	<ul style="list-style-type: none"> <li>You develop full and robust business cases, with appropriate caveats, which include commercial considerations and a sound estimate of costs and ROI</li> <li>You have an understanding of the importance of sustainability in its broadest sense: economic, social and environmental</li> </ul>
Competent in analysing data and drawing upon business intelligence, to inform option development	<ul style="list-style-type: none"> <li>You are able to analyse and derive insight from a range of quantitative and qualitative data</li> <li>You are proactive in learning how to use SUMS' bespoke visualisation dashboards to inform proposals and recommendations to clients</li> </ul>
Ability to manage delivery of a team of consultants	<ul style="list-style-type: none"> <li>You are a supportive and adaptive manager, able to bring the best out of consulting teams that include a range of skillsets and working preferences</li> </ul>
Low management and quality assurance overhead	<p>You are proactive and confident in your approach, comfortable in proposing solutions to problems and seeking additional views</p> <ul style="list-style-type: none"> <li>Your outputs are of a high calibre</li> </ul>
A commitment to continuous improvement	<ul style="list-style-type: none"> <li>You are able to positively take on board feedback and use it to drive improvement</li> <li>You invest in your personal development and demonstrate a willingness to share personal learning and good practice examples with others, both internally and externally, to enhance their knowledge and/or skills</li> </ul>

<p>An articulate and reliable ambassador for the SUMS Group</p>	<ul style="list-style-type: none"> <li>▪ You actively showcase the wider work and capabilities of the SUMS Group to your own networks;</li> <li>▪ You willingly promote SUMS Group events and insight through social media channels;</li> <li>▪ You consistently work to defined SUMS standards ranging from our document branding through to our values and behaviours</li> </ul>
<p>A steadfast commitment to, and understanding of the importance of, diversity, equality and inclusion</p>	<ul style="list-style-type: none"> <li>▪ You proactively ensure that you seek out good practice around equality, diversity and inclusion and that this practice is integrated within the consulting recommendations you make to clients</li> </ul>
<p>Absolute discretion and trustworthiness</p>	<ul style="list-style-type: none"> <li>▪ Clients can rely on you to safeguard confidential data, opinions and objectives;</li> </ul>
<p>An understanding of, and appetite for, business development activity</p>	<ul style="list-style-type: none"> <li>▪ You consistently put yourself forward to plan and develop the highest quality written tender submissions</li> <li>▪ You are willing to be part of any pitching team we put together to present our proposals at final interview stage</li> </ul>
<p>At ease with the need for flexibility and adaptability</p>	<ul style="list-style-type: none"> <li>▪ You are able to accommodate last minute changes of plan and/or requests for an alternative approach without feeling pressurised or ruffled</li> <li>▪ You work just as comfortably as part of a large team as you do when delivering an assignment by yourself</li> </ul>