

# Graduate Consultant Job Description

September 2020

The day-to-day activities of the Graduate Consultant role will often be complex and will vary depending on the client and type of project.

You would be expected to be inquisitive with professional acumen; focused to developing good technical skills; involved with stakeholder engagement; able to work as part of a wider delivery team on projects; self-motivated; actively engaged within the Incendium community; and utilised on projects for a target of 80% of the time. You may work alone on some projects, while others will involve a large team and could be based in one location, across various sites, working from home, or a combination of all three.

Duties may include:

- Carrying out research and data collection to understand the organisation/client
- Conducting analysis
- Helping to identify issues and form hypotheses and solutions
- Assisting in presenting findings and recommendations to clients
- Assisting with report writing and data consolidation
- Assisting in implementing recommendations/solutions and helping to ensure the client receives the necessary assistance to carry it out
- Helping to manage projects and programmes
- Assisting with client liaison to keep them informed of progress and to make relevant decisions
- Assisting the Leadership Team and Business Support Manager as required
- Keeping abreast of industry news and trends to assist in updating the company social media accounts
- Undertaking any additional projects as requested by the Leadership Team

The skill set you will need to demonstrate in this role includes:

- The ability to work in a team
- Interpersonal and communication (both oral and written) skills
- Creativity and innovation
- Problem-solving and strategic planning ability
- Analytical skills
- Flexibility
- The ability to cope with pressure and challenges
- Commercial awareness and understanding of business environments
- Attention to detail

Salary will be competitive and in line with market rate.

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September 2020

The day-to-day activities of the Consultant role will often be complex and will vary depending on the client and type of project.

You would be expected to be technically competent and sufficiently experienced to deliver assignments alone or in larger teams on behalf of clients; proactive in personal and professional development; supportive in driving the business strategy and proposition development; able to offer support on bids of all sizes with guidance; focussed on beginning to develop relationships with client teams; self-motivated; actively engaged within the Incendium community; and utilised on projects for a target of 80% of the time. You may work alone on some projects, while others will involve a large team and could be based in one location, across various sites, working from home, or a combination of all three.

Duties may include:

- Carrying out research and data collection to understand clients
- Conducting analysis, including interviewing the client's employees, management team and other stakeholders as appropriate
- Identifying issues and forming hypotheses and solutions to meet client requirements
- Bringing innovation and analytical thinking to challenge existing ways of work, with a view to delivering accelerated benefits to clients in line with their culture and ethos
- Presenting findings and recommendations to clients
- Implementing recommendations/solutions and ensuring that the client receives the necessary assistance to carry it all out
- Liaising with the client to keep them informed of progress and to make relevant decisions
- Managing projects and programmes as required
- Leading and managing those within the team as required
- Running focus groups and facilitating workshops
- Preparing business proposals and presentations

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