



**Title:** Principal Consultant

**Reports to:** Research Director or CEO or Chairman, as applicable

**Responsible for:** Named Senior Consultants and Consultants

**Office location:** Agilysis HQ, Banbury

**Remote working and travel:** The post is suitable for hybrid working (a combination of working in the office and at home) subject to agreement. The post will require visits to client premises, conferences and events.

### Job Purpose

*The post holder will lead the delivery of a range of high-quality consultancy projects provided by Agilysis Limited. This will involve negotiating commissions by writing proposals or bids, designing technical methodologies, managing resources, and managing project delivery with the client. They will also represent Agilysis at meetings, events and conferences using these opportunities to communicate our work and learn from others. At all times they will work for our clients to ensure they derive maximum benefit in shaping road safety interventions and policies.*

### Key Responsibilities

#### Project management

- Lead the delivery of bespoke projects for Agilysis' clients as a part of our Consultancy team.
- Work directly with clients to translate their plans and ideas into actionable project plans through the creation of inception reports, Gantt charts or similar documents that clearly set out what we will do to successfully deliver the defined project aims.
- Fully-manage the internal planning processes using standard company systems and tools, working with other team members to organise and achieve delivery, and then monitor and report on progress (including resource effort).
- Carry out risk management for all projects, reporting to clients on emerging risks, mitigation strategies, and any potential delays to delivery. Risks should also be notified within Agilysis as a part of regular management meetings.
- Ensure all company work is appropriately quality managed in line with our ISO certification.

#### Delivery of consultancy services

- Use innovative techniques to lead the identification and employment of robust methodologies to meet the aims and objectives of each bespoke project design.
- Working with the whole Consultancy team to deliver high-quality outputs for clients, delivering analysis and insight, producing reports, providing presentations and other appropriate outputs (such as visualisations and dashboards) to support clients in their work.
- Ensure that all reports and outputs are prepared professionally and are consistent in both quality and branding.
- Work with the Technology team to identify and process data relevant to specific projects, and internally commission bespoke tools and outputs where these require access to advanced technologies.

#### Representing Agilysis

- Communicate and connect with clients and other road safety stakeholders to explain and promote Agilysis' services and provide the directors with feedback.
- Represent Agilysis and promote the company's services at conferences and other industry events

## Commercial support

- Identify and exploit opportunities to up-sell and cross-sell with existing clients, providing information and insight on opportunities to the commercial team.
- Working with the Marketing Manager, create case-studies, blogs, articles, posts and whitepapers to spotlight Agilysis' work.
- Write fully-costed proposals for new work for prospective clients using standard templates.
- Work with other team members and external bid partners to produce detailed bids and tenders, delivering content that showcases our previous experience, skills, project management approaches, and innovative approaches to solving clients' needs.

## Line management

- Undertake line management and training responsibilities for specified staff.

## Other

- Pursue continuous professional development and training to maintain relevant knowledge and skills

This role will involve working on a wide range of projects. We are looking for people with the key experience, knowledge, and skills set out in the top section of this table.

We also require specialisms in the areas of Analysis, Data and Research. We are therefore looking for candidates who have the skills, experience, and knowledge set out in **one or more** of the sections in the rest of the table. We do not require individuals to hold skills in all three domains.

## Knowledge and Skills

Key Experience and Knowledge	Key Skills
Proven road safety knowledge a significant advantage	Project management methods and systems
Managing complex research and analysis projects for clients	Data analysis and management
Directing internal resources to complete work effectively and on time	Research methodology design
Significant experience of using transport and road safety data	Bid and proposal writing
Producing high-quality reports using robust research methodologies	Presenting reports to clients and other audiences
Good working knowledge of key Microsoft Office applications plus project management tools	
Key Experience and Knowledge (Analysis)	Key Skills (Analysis)
Working with STATS19 and other road safety data, including network/telematic data	Power BI or other dashboard tools such as Tableau
	iRAP Accreditation
Key Experience and Knowledge (Data)	Key Skills (Data)
Working with STATS19 and other road safety data	Databases and data warehouses, including GIS
Key Experience and Knowledge (Research)	Key Skills (Research)

Evaluation methodologies (using qualitative and quantitative approaches)	Statistical testing
Literature reviews	

### Scope and Scale

The role will be responsible for leading the delivery of high-quality projects and services to clients, managing staff who are engaged in supporting such delivery, and representing Agilysis' consultancy capacity to stakeholders around the world.

### Performance Expectations

The post-holder will be appraised by a director and will report to board meetings from time to time. They will be expected to have a high degree of autonomy, work without guidance and support less experienced staff, in accordance with agreed policies and procedures.

### Approval & Review



Signed:

Date: 13 August 2024

Post approved by: Tanya Fosdick

This job description is due for review on: 1 April 2025

## Job Description

### **Agilysis Limited**

*A company registered in England*

*Company registration number: 10548841*

*VAT registration number: 260 4741 19*

*Directors: D Campsall, R Owen, B Walton, K Batchelor, T Fosdick*

*Registered Office: 27 Horse Fair, Banbury OX16 0AE*

**Title:** Principal Consultant

**Business Competencies**

Scale 0 - 4	Expected level of competence
Strategy and planning	3
Commercial awareness	3
Service provision (contract management, accounts, etc)	3
Leadership and initiative	3
Changing and improving	3

**Education, Training & Qualifications**

Scale 0 - 3	Expected level of competence
Educated to GCSE level or equivalent	3
Educated to A-Level or equivalent	3
Relevant University degree	2
Relevant professional qualification or certified training	2

**Key Competencies**

Scale 0 - 4	Expected level of competence
Collaboration and communication skills	4
Organisational and time management skills	4
Ability to curate and implement procedures and processes	3
Microsoft Office Suite and basic IT literacy	3
Flexible working	3

English language skills, both written and verbal	3
Administration (Contracts, appraisals, Ts & Cs, general paperwork/documentation, etc)	3
Full driving licence and use of a car*	2

\*Scale 1 - 3

## Management Competencies

Scale 0 - 4	Expected level of competence
People	3
Projects	3
Finance	2
Change	3
Risk	3

## Approval & Review



Signed:

Date: 13 August 2024

Profile approved by: Tanya Fosdick

This person profile is due for review on: 1 April 2025

## Job Description

### **Agilysis Limited**

A company registered in England

Company registration number: 10548841

VAT registration number: 260 4741 19

Directors: D Campsall, R Owen, B Walton, K Batchelor, T Fosdick

Registered Office: 27 Horse Fair, Banbury OX16 0AE