



**Title:** Senior Consultant

**Reports to:** Principal Consultant

**Responsible for:** N/A

**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 play an important role in the delivery of a range of high-quality consultancy projects provided by Agilysis Limited. 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

#### *Delivery of consultancy services*

- Use both established and innovative techniques, and 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, 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.
- Liaise with clients at meetings, including providing presentations, and receiving feedback on outputs to ensure they meet both expectations and delivers agreed outcomes.

#### *Project management*

- Ensure the delivery of bespoke projects for Agilysis' clients as a part of our Consultancy team.
- Work directly with Directors and Principal Consultants 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.
- Follow 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).
- Contribute to the management of regular reporting processes and identify where efficiencies can be made.
- Carry out risk assessments for projects, with responsibility for specific risk areas and documentation in the company process.
- Follow ISO certification processes to deliver work that is high quality and delivered safely.

#### *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

## Other

- Work with members of the Commercial team, and the rest of the business to ensure that our work is promoted widely through case studies and other outputs. This can be delivered through many different methods including social media, blogs, and webinars.
- Assist in the creation of bid documents through maintaining case study records, estimating effort required to complete tasks, and keeping a corporate CV up-to-date.
- 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
Delivering complex research and analysis projects for clients	Data analysis and management
Experience of using transport and road safety data	Research methodology design
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	Modern business intelligence tools and dashboards, for example Power BI, 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 undertaking the delivery of high-quality projects and services to clients, and representing Agilysis' consultancy capacity to stakeholders around the world.

## Performance Expectations

The post-holder will be appraised by a Principal Consultant. They will be expected to have a degree of autonomy, work without guidance and support less experienced staff, in accordance with agreed policies and procedures.

## Approval & Review



Signed:

Date: 07/08/2024

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:** Senior Consultant

**Business Competencies**

Scale 0 - 4	Expected level of competence
Strategy and planning	2
Commercial awareness	2
Service provision (contract management, accounts, etc)	2
Leadership and initiative	2
Changing and improving	2

**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	2
Organisational and time management skills	2
Ability to curate and implement procedures and processes	2
Microsoft Office Suite and basic IT literacy	3
Flexible working	2

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	2
Projects	2
Finance	1
Change	2
Risk	1

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Date: 07/08/2024

Profile approved by: Tanya Fosdick

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