

## JOB DESCRIPTION



**Title:** Consultant

**Reports to:** Principal Consultant

**Responsible for:** N/A

**Office location:** 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 support design and delivery of a range of high-quality consultancy products provided by Agilysis Limited and its associated companies. The post holder will also provide expert guidance on statistical testing and methodologies.*

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

#### *Project management*

- 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).

#### *Representing Agilysis*

- Represent Agilysis and promote the company's services at conferences and other industry events

#### *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	Research methodology design
Delivering complex research and analysis projects for clients	Presenting reports to clients and other audiences
Producing high-quality reports using robust research methodologies	Independent working
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
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 implementing delivery of high-quality consultancy products and services to clients. It is anticipated that the role will develop over time into leading many aspects of such projects.

### Performance Expectations

The post-holder will be appraised by Principal Consultants or appropriate Directors. They will be expected to work proactively in accordance with agreed policies and procedures.

### Approval & Review

Signed: 

Date: 24<sup>th</sup> June 2025

Post approved by: Tanya Fosdick

This job description is due for review on: 1<sup>st</sup> April 2026

## 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:** Consultant

### Business Competencies

Scale 0 - 4	Expected level of competence
Strategy and planning	1
Commercial awareness	2
Service provision (contract management, accounts, etc)	1
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	1

### 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	1
English language skills, both written and verbal	3

Administration (Contracts, appraisals, Ts & Cs, general paperwork/documentation, etc)	1
Full driving licence and use of a car*	1

\*Scale 1 - 3

### Management Competencies

Scale 0 - 4	Expected level of competence
People	2
Projects	2
Finance	0
Change	1
Risk	1

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## Person Profile

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