

Job Title:	Junior Consultant
Reports to:	Senior Consultant / Managing Consultant
Line Manager to:	N/A
Hours & Location:	37.5 hours per week

Job Description:

What we expect from this role:

You will work as part of a team to help clients solve issues, create value, maximise growth and improve their business performance. You will achieve this by applying your analytical and research skills to support the development and implementation of business advisory reports and projects.

What you will be required to do:

SHOW Leadership: We thrive on delighting our customers and helping each other reach our full potential. We thrive on delighting our customers and helping each other reach our full potential. Your responsibility is to:

- own and be accountable for the project tasks assigned to you
- use your analytical and research skills to collect, review and present data in a meaningful and insightful way
- confidently interpret data and management information to support problem definition, options appraisal and the development of recommendations
- make yourself heard and seen, pro-actively seeking opportunities to broaden your experiences and learn new skills.

SUPPORT Market Marketing: We want to be leaders in our chosen markets and be the 'go to' consultancy for our clients. Your responsibility is to:

- use your research and analysis to spot emerging market trends and services to our clients
- support the production of high-quality bids, project propositions and/or thought leaderships material.

DELIVER Operational Excellence: To remain current we must deliver excellence and build on excellence. Your responsibility is to:

- monitor the implementation of your tasks and ensured they are delivered to time and quality
- provide project administration support to the consulting team, developing and maintaining project records including project meetings, project plans, risk registers and issues logs
- support the development of project reports and deliverables, contributing to aspects of report writing and financial modelling
- get involved in, and increasingly lead, internal projects and play your part in growing our business
- actively participate in post-project delivery reviews and support the implementation of any lessons learned agreed by the team
- follow the standards, norms, processes and practices of the consulting business and pro-actively seek support from the Senior Consultant and/or fellow Consultants as and when required
- pro-actively seek opportunities to grow your own experience and skills by benefiting from formal training and on-going mentoring.

LIVE Our Values and Ethos: We are proud of who we are, the way we behave and what we are aspiring to be. The Compass below captures the essence of our business ethos – setting standards, delivering results for clients, developing self and others – and the core management behaviours and values we strive to demonstrate. Your responsibility is to:

- understand the importance of this ethos and these values to our business culture and embrace them in your day to day interaction with customers, suppliers and fellow staff.



Key Internal & External Clients:

- Members of Consultancy Team
- Other GBP teams and the Senior Management Team
- NHS Trusts & Commissioning Organisations (ICSSs, ICBs, NHS England)
- General Practices / Primary Care Networks
- Council Departments, Officers & Politicians
- Private Health & Care Providers
- Charities
- NHS Property Services
- Community Health Partnerships

What you will need to bring to this role:

Experience / Education:

Essential

- A Degree, equivalent professional qualification or appropriate experience, ideally in one of the following subjects - business administration, business studies, mathematics, healthcare management, finance, architecture, project management, science or humanities.
- High energy, self-motivation, and an ability to quickly to adapt to the demands of the marketplace.
- Excellent verbal and written communication skills.
- Demonstrated ability to use social media tools to promote GBP's work.
- An inquisitive approach to problem solving and effective organisation skills.
- Highly numerate and adept / keen to gain skills and knowledge of project finance / accounting.
- Strong computer skills with advanced proficiency in the use of Microsoft Office applications particularly, Excel, PowerPoint, Word and Project Management.

Desirable

- Experience of working in a team environment.

Skills / Attributes

People, Communications & Engagement:

- High energy, self-motivation, and an ability to quickly to adapt to the demands of the marketplace.
- Excellent verbal and written communication skills.
- Demonstrated ability to use social media tools to promote GBP's work.
- An inquisitive approach to problem solving and effective organisation skills.

Technical:

- Highly numerate and adept / keen to gain skills and knowledge of project finance / accounting.
- Strong computer skills with advanced proficiency in the use of Microsoft Office applications particularly, Excel, PowerPoint, Word and Project Management.

Other Considerations: (i.e., required to travel)

A lot of our activity, particularly post Covid, can be delivered remotely and home-based working is normal practice. However, based on the nature of the projects he/she is assigned to, and the location of our clients, the incumbent may be required to:

- undertake regular weekly travel, both locally and nationally;
- reside in hotels for one or more nights on a regular (possibly weekly) basis; and
- be based in more than one venue and work from home as required.