**Senior Consultant**

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### ROLE DESCRIPTION

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| GRADE Grade 6 LOCATION [Provide campus location: Sighthill, Merchiston, Craiglockhart Edinburgh]  **LINE MANAGER**  [Line Manager Role Title] |  | ROLE SUMMARY [1-3 paragraphs about the role] Line Management Responsibility for: This role does not have any line management responsibilities currently OR This role has line management responsibilities for [insert role titles / no. of line reports here]. |

### MAIN DUTIES AND RESPONSIBILITIES

#### Teaching and Learning Support

* Could be expected to supervise work placement students.

#### Research and Scholarship

* Develop consultancy projects and proposals.
* Conduct individual or collaborative research projects.
* Identify sources of consultancy and secure funds as far as reasonably possible.
* Extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities.
* Disseminate research findings using appropriate media.

#### Communication

* Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.
* Routinely work with external partners liaise and communicate needs across a wide spread of partners
* Communicate with both technical and non-technical audiences, and demonstrate ability to present complex argument in a non-technical manner.

#### Liaison and networking

* Collaborate actively within and outwith the Institution to complete projects and advance thinking.
* Participate in and develop external networks, for example to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.

#### Managing people

* Mentor colleagues with less experience and advise on personal development.
* Coach and support colleagues in developing their continuing professional development.
* Delegate work to Level 1/2 Consultants, monitor its achievement and provide feedback as required.

#### Teamwork

* Take lead responsibility for a consultancy project or identified parts of a project.
* Develop productive working relationships with other members of staff.
* Co-ordinate the work of colleagues to ensure equitable access to resources and facilities.

#### Pastoral care

* Deal with standard problems and help colleagues resolve their concerns about progress in projects.
* Deal with predictable welfare issues that are covered by documented procedures.

#### Initiative, problem-solving and decision-making

* Assess, interpret and evaluate outcomes of research.
* Develop new concepts and ideas to extend intellectual understanding.
* Resolve problems of meeting project objectives and deadlines.
* Develop ideas for generating income and promoting consultancy area.
* Develop ideas for application of research outcomes

#### Planning and managing resources

* Plan, co-ordinate and implement research projects.
* Manage the use of research resources and ensure that effective use is made of them.
* Manage or monitor research budgets.
* Help to plan and implement commercial and consultancy activities.
* Plan and manage own consultancy assignments.

#### Sensory, physical and emotional demands

* Balance the pressures of research, consulting practice and administrative demands and competing deadlines.

#### Work environment

* Depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.
* May be required to undertake work in potentially hazardous sites.

#### Expertise

* Possess sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques (for example, having obtained an MRes, MPhil, or PhD degree or equivalent experience) to work within established consultancy projects or programmes.
* Expected to have a national reputation in their field (amongst peers or clients or both).
* Possess sufficient breadth or depth of specialist knowledge in the discipline to develop intellectual property and methodologies.
* Possess sufficient breadth or depth of specialist knowledge in the discipline to act as a divisional leader and to be able to project manage several major projects and the work of the lead consultants in charge.
* Ability to use a range of delivery techniques to enthuse and engage others.

PERSON SPECIFICATION

|  | ESSENTIAL | DESIRABLE |
| --- | --- | --- |
| Education / Qualifications |  |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X |  | ✔ |
| Skills / Experience |  |  |
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