**Consultant**

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### ROLE DESCRIPTION

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| GRADE Grade 5 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. |

### MAIN DUTIES AND RESPONSIBILITIES

#### Teaching and Learning Support

* Required to produce learning material for seminars.

#### Research and Scholarship

* Contribute to other’s proposals for securing research contracts.
* Conduct individual and collaborative research projects.
* Continually update knowledge and understanding in field or specialism.
* Review and synthesise the outcomes of research studies.
* Translate knowledge of advances in the subject area into consultancy activity.

#### Communication

* Deal with routine communication using a range of media.
* Communicate complex information, orally, in writing and / or electronically.
* Communicate material of a specialist or highly technical nature within forum specific to the subject.
* Review technical reports for governmental and major industrial / commercial clients.

#### Liaison and networking

* Liaise with colleagues and students.
* Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
* Participate in design team meetings for larger scale projects.
* Join external networks to share information and identify potential sources of funds.

#### Managing people

* Provide guidance as required to support staff and any students who may be assisting with the consultancy.
* Manage personal and own-project consultancy, research and administrative activities, with guidance if required.
* Co-ordinate work of Level 1 Associate Consultants as and when required.

#### Teamwork

* Work with colleagues on joint projects, coordinating as required
* Delegate work to Level 1 Associate Consultants, monitor its achievement and provide feedback as required.

#### Pastoral care

* Show consideration to others.

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

* Use new research techniques and methods.
* Use initiative and creativity to identify areas for consultancy and develop new marketing methods.
* Provide advice and input to the decision making of clients regarding design aspects of large projects.
* Use creativity to analyse and interpret research data and draw conclusions on the outcomes.
* Make independent decisions on site testing locations.
* Contribute to collaborative decision making with colleagues in areas of consultancy.

#### Planning and managing resources

* Plan and manage own research activity in collaboration with others.

#### Sensory, physical and emotional demands

* Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work
* Carry out tasks that require the learning of certain skills.
* Balance with help the competing pressures of research consulting practice and administrative demands and deadlines.

#### Work environment

* Is required to be aware of the risks in the work environment and their potential impact on their own work and that of others.
* May be required to undertake work in potentially hazardous sites.

#### Expertise

* Engage in continuous professional development.
* Understand equal opportunity issues as they may impact on areas of research content.
* Shall be a Full Corporate Member of relevant professional body.

PERSON SPECIFICATION

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