

## Job Description

<b>Job Title:</b>	Senior Consultant
<b>Group:</b>	Education Services Group
<b>Dept/Project/Service:</b>	Consultancy / Business Development
<b>Reports to:</b>	Head of Consultancy Delivery / Principal Business Development Consultant
<b>Responsible for:</b>	Consultants, as required
<b>Usual office base:</b>	Reading
<b>Grade:</b>	4

### Job Purpose:

Senior Consultants fulfil a number of functions within Education Development Trust. They provide both generalist and specialist technical expertise for the development of our education solutions and methods. They support our engagement with clients, helping to develop our profile and ensure we are suitably positioned for new opportunities. They deliver commercial work through the consultancy team. They also take a technical and strategic lead on business development for both large-scale and consultancy opportunities. Senior Consultants may sit substantively within either the Development Centre, with a focus on large-scale opportunity development, or within Consultancy team, with a focus on consultancy delivery or Research and Development projects. However, we expect Senior Consultants in either team to support all four key purposes, and for them to spend a proportion of their time supporting both large-scale delivery and consultancy, regardless of their substantive base. A significant focus for Senior Consultants will be skills development, and each Senior Consultant will have a personal development plan to help guide and support their growth.

### Specific Job purpose within the Consultancy team:

The post holder will be part of a team of consultants and will play a key role in delivering high quality consultancy services, including research, advisory services, training and facilitation to a portfolio of clients internationally, including donors, governments and charities; as well as making a significant contribution to the business growth of the team through identifying and sourcing new business opportunities. They will also support

corporate wide business development activities when required, as well as Research and Development projects to develop our education solutions and new business offerings, to drive long term business growth and improved educational impact.

### **Specific Job purpose within the Development Centre:**

The post holder will play a significant role within the Development Centre team to secure new large-scale opportunities for Education Development Trust. This will be through providing high quality support for one specific geographic region, working closely with their assigned Regional Director. They will provide high-quality bid leadership for high-value opportunities in the region, develop and implement the level regional strategy and support key client relationships. This includes pre-positioning, playing a leading role in education solution design, partnership management, bid writing and managing bid teams.

### **Job Objectives:**

1. Lead or support the conceptual design of education solutions underpinning both high-value Education Service Group or smaller consultancy opportunities, drawing from and contributing to the Trusts intellectual property and service offerings.
2. Deliver high quality education research and consultancy services that meet the requirements of clients.
3. Represent the Trust with key clients, providing excellent Client Relationship Management to ensure we have a positive reputation and are well positioned in our key geographies.
4. Play a significant role in identifying and sourcing new business for the Organisation through opportunity tracking and management, 'blue skies' thinking and proactive positioning of Education Development Trust with key existing and prospective clients.
5. Develop and deliver market plans for new consultancy offering, working collaboratively with team members to grow our business with target clients and to position Education Development Trust as high value, high impact educational thought leaders.
6. Provide high-quality and high-scoring text for bid-submissions.

7. Influence and contribute to the Organisation's research and corporate knowledge management strategy on international education issues.
8. Develop and maintain highly effective working relationships with key internal stakeholders, e.g. Regional Directors, Research and Consultancy colleagues, Business Service leads, etc.
9. Support general business improvement projects where required.

#### **Core job objectives for the Consultancy team:**

1. Initiate, undertake and maintain a portfolio of consultancy, advisory work, research and knowledge capture against specified utilisation targets to achieve business growth and educational impact in line with the annual plan, and be a lead specialist in a particular area related to education reform guiding the work of the Organisation in this area.
2. Build and maintain a positive reputation for the Organisation as a result of winning and delivering externally funded consultancy contracts in relation to specialist area(s) and through the management and implementation of appropriate account plans.
3. Provide mentoring support to other Consultants to ensure that the team is developed into high-value, high-impact education thought leaders and take responsibility for the formal line management of Consultants where required.
4. Support Education Services Group business development, by providing expertise and or through placements in the Development Centre team as agreed with your line manager.
5. Lead the development of selected corporate and consultancy offerings, working collaboratively with the Research team, Research and Development, technical experts and business development colleagues to develop corporate methodologies, including the development of value propositions, market plans, and technical methods.
6. Manage project budgets for a given consultancy portfolio, ensuring target margins are met, high quality on-time reporting to Senior Management of spend against budget, and working with Consultancy Team to ensure timely client invoicing.

7. Act as the lead for specific assignments, successfully manage a team of internal and/or external consultants to ensure deliverables are met to client satisfaction and any necessary internal impact measures achieved.

### **Core job objectives for the Development Centre:**

1. Lead, manage and quality assure new business opportunities, being responsible and accountable for the successful production of high-quality bid submissions.
2. Manage complex, international multi-disciplinary bid teams – including internal business unit colleagues and external partners.
3. Lead or support negotiations with external partners for new business opportunities, representing the Trust appropriately.
4. Support the Regional Director for an agreed geography to achieve their strategic growth with identified key clients and large-scale opportunities.
5. Lead the development, regular review and implementation of Regional Business Growth Strategies, based on market and competitor analysis and working with the Regional Director.

### **Scope:**

The post-holder may be required to line manage Consultants within the Consultancy team or support corporate business development activity via the Development Centre within the Education Services Group. This will depend on the needs of the business and will be directed by the line manager.

The role of Senior Consultant is likely to require a significant proportion of travel, both within the UK and overseas.

### **Person Specification:**

#### **Knowledge**

Essential:

Core:

- » Strong technical knowledge of educational systems and policy issues in a range of markets

- » Good political and strategic awareness of education context in at least one of our current geographies (UK, Middle East and North Africa, Asia, Sub Saharan Africa)
  - » A knowledge and good understanding of business development techniques
  - » Degree level qualification (or equivalent experience)
- Consultancy team specific:
- » Expertise in at least two of Education Development Trust's core areas of education e.g. school leadership, system strengthening, accountability and inspections, collaborative school improvement or careers and employability
- Develop Centre specific:
- » Good knowledge of public procurement and sales processes

Desirable:

- » Master's degree in an appropriate field

## Experience

Essential:

Core:

- » Experience of living and/or working in a range of education markets or settings
- » Professional experience in consultancy, professional services, programme management, relevant business development or education management environment
- » Strong experience of at least two of: project management, strategy, change management, organisation design, process improvement, Client Relationship Management, partnership / stakeholder management
- » Development and maintenance of relationships with internal and external clients to raise a team's profile and build new business
- » Successful budget management
- » Consultancy team specific:
- » Proven experience of operating in an advisory or consulting role in the education sector, including some policy engagement and project design experience
- » Experience of working in a capacity building role with a variety of stakeholders including donors, NGOs, international bodies, governments, ministries of education and other education providers
- » Experience of translating analytical research into practical policy recommendations and concrete actions

Development Centre specific:

- » Experience of successful business development, including successful contract bidding

## Desirable:

- » Published research or presented conference papers related to area of expertise

**Skills**

## Essential:

## Core:

- » Ability to represent Education Development Trust credibly in professional, technical and business development relationships with key clients and external contacts primarily in the education sector
  - » Excellent consultancy skills including stakeholder and client management skills for project delivery and business growth
  - » Very strong analytical and problem-solving skills with the ability to draw up client ready solutions to tight deadlines
  - » Commercial nous and the ability to model robust solutions for consultancy products and propositions
  - » Ability to work independently and as part of a team working on a larger project
  - » Effective communication skill coupled with strong written English skills (report writing, bid-writing, research and presentation)
  - » Strong IT skills and highly effective use of MS Office applications
  - » Ability to work on multiple tasks at the same time and to plan effectively to meet deadlines
  - » Ability to be self-motivated, flexible and effective as a professional (especially with remote working)
  - » Excellent stakeholder engagement skills and the ability to work with a wide variety of clients
  - » Excellent written and spoken English
  - » Strong ability to work under pressure to tight deadlines
  - » Numerate with the ability to analyse complex evidence and data sources
- Consultancy team specific:
- » Ability to generate and analyse research and consultancy proposals and to undertake evidence-based research and consultancy

## Desirable:

- » Foreign language skills
- » Commercial modelling experience

**Competency Band:** 3

**Key competencies for the role:**

Our Values	Key Competency 1	Key Competency 2
<b>Excellence</b> – creating and leading success	Delivering excellent service	Creating and innovating
<b>Integrity</b> – supporting and building trust	Building respect	Communicating with impact and empathy
<b>Accountability</b> – delivering and improving	Delivering commercial outcomes	Developing self and others
<b>Collaboration</b> – engaging and partnering	Building effective relationships	Engaging others to achieve goals

**Job Family:** Consultancy/ Business Development

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure & Barring Service.***

***Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.***