

Job Description

Job Title:	Consultant
Group:	UK
Dept/Project/Service:	Research and Consultancy
Reports to:	Senior Consultant
Responsible for:	N/a
Usual office base:	Reading
Grade:	6

Job Purpose:

Consultants fulfil a number of functions within Education Development Trust. They provide both generalist 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 support delivering commercial work through the consultancy team. They also support technical leadership on business development for both large-scale and consultancy opportunities.

Consultants may sit substantively within either the Consultancy Team with a focus on consultancy delivery or Research and Development projects, or the Development Centre with a focus on large-scale opportunity development. However, we expect 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. An important requirement for Consultants will be skills development, and each Consultant will have a personal development plan to help guide and support their growth.

Specific purpose within the Consultancy team:

The post holder for this role 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 contribution to the business growth of the team by identifying and sourcing new business opportunities and supporting

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

Job Objectives:

1. Support the conceptual design of education solutions and methodologies underpinning either high-value Education Service Group or smaller consultancy opportunities, drawing from and contributing to the Trust's intellectual property and service offerings.
2. Deliver high quality education research and consultancy services that meet the requirements of clients.
3. Where needed, represent the Trust with key clients, supporting our reputation and positioning in our key geographies through client meetings, attending conferences, etc.
4. Support the sourcing of new business for the Trust through opportunity tracking and development and delivery of market plans for consultancy offerings
5. Provide high-quality and high-scoring text or bid-submissions
6. Through analysis of market Intelligence, service area and computer analysis, contribute to Regional or Consultancy business growth strategies.
7. Support the Company's research and corporate knowledge management approach on international education issues, including contributions to the corporate website and developing case studies.
8. Develop and maintain effective working relationships with key internal stakeholders, e.g. Regional Directors, Consultancy and Research & Development colleagues, Business Service leads, etc.
9. Support general business improvement projects where required.

Specific Objectives within the Consultancy team

1. Undertake a portfolio of consultancy, advisory work, research and knowledge capture related to education reform in a variety of markets, ensuring key targets outlined in the annual business plan are achieved.
2. Provide inputs to the design, implementation or evaluation of international consultancies and projects.
3. Provide inputs into corporate Research and Development initiatives, including managing projects, undertaking research and knowledge capture, and drafting deliverables, ensuring targets and milestones in investment plans are achieved.
4. Attend appropriate business development meetings in support of senior staff and contribute to the development of business development materials, such as case studies etc.
5. Collaborate with colleagues within the Development Centre team to ensure new business opportunities are identified and provide input to the bid process by providing technical support to the preparation of expressions of interest and other documents prior to submission.
6. Work with other members of the Consultancy team to gather market intelligence and advise senior management on trends and directions in international education and new business opportunities that may be forthcoming.
7. Support the development of market plans for new consultancy offerings working collaboratively with marketing, Research and Development, and business development colleagues to take new offerings to target markets and clients, including thought leadership and positioning projects.
8. Support bid development flexibly across the organisation, by providing expertise and / or through placements in the Development Centre team as agreed by your line manager.

Scope:

The post holder will be required to travel nationally and internationally as required for opportunity development or delivery purposes. The role is likely to involve working outside

of standard work hours, especially during the formal procurement phase of new opportunities.

Person Specification:

Knowledge

Essential:

Core -

- » Good knowledge of programme design and delivery, particularly for complex projects
- » Knowledge of at least one of Education Development Trust's core markets (proposition and geography)
- » Degree level qualification or equivalent experience

Consultancy -

- » Good technical knowledge in at least one of Education Development Trust's core areas e.g. school leadership, system strengthening, accountability and inspections, collaborative school improvement or careers and employability.

Development Centre -

- » Knowledge of core business development processes

Desirable:

- » Strong generalist understanding of the education sector
- » Master's degree in an appropriate field

Experience

Essential:

Core -

- » Experience of at least two of: project management, solution design, strategy, change management, organisation design, process improvement, Client Relationship Management, partnering, stakeholder management
- » Experience of working in teams
- » Experience of developing and maintaining effective working relationships with internal and external stakeholders

Consultancy -

- » Experience of translating analytical research / technical work into practical policy recommendations and concrete actions

Desirable:

- » Professional experience in commercial, business development, consultancy, professional services, programme management or education management environment
- » Experience of living and working in a range of education markets or settings
- » Project Management or project design experience
- » Previous consultancy experience

Skills**Essential:****Core -**

- » Ability to contextualise education policy within client environments
- » Strong analytical and problem-solving skills
- » Numerate, with the ability to analyse complex sources of evidence
- » Commercial nous
- » Ability to work independently, showing initiative, drive and being a self-starter
- » Excellent team working and co-operation skills
- » Effective communication and presentation skills (including active listening)
- » Strong written and spoken English skills – including the ability to write high-quality bid text
- » Sound ICT skills
- » Ability to work on multiple tasks at the same time and to plan effectively to meet client deadlines
- » Reflective learner with an appetite for personal development
- » Strong stakeholder engagement skills and the ability to work with a wide variety of clients
- » The ability to work under pressure to tight deadlines

Consultancy -

- » Strong problem-solving skills and the ability to draw up client ready solutions to tight deadlines

Desirable:

- » Foreign language skills

Competency Band: 4

Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence – creating and leading success	Delivering excellent service	Creating and innovating
Integrity – supporting and building trust	Building respect	Communicating with impact and empathy
Accountability – delivering and improving	Delivering commercial outcomes	Developing self and others
Collaboration – 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.