

JOB DESCRIPTION AND PERSONAL SPECIFICIATION

DATE:	June 2009
POSITION:	Technical Consultant
POSITION REPORTS TO:	Head of Technical Consultancy
SALARY:	Based on experience

KEY RESPONSIBILITIES:

The role will incorporate the development, management and implementation of performance management solutions including activity based costing, balanced scorecard and business intelligence.

This may involve all aspects from pre-sales support, identifying client needs, determining the best approach, training, model design, data input and manipulation, model building, quality assuring and developing reports and analyses using modelling and Business Intelligence tools.

Members of the consulting team need to be flexible in order to deliver our commitments to clients in a timely and professional manner and the role could also require consultants to manage teams of clients and/or consultants at client premises

Full training will be given as appropriate, to enable the consultant to be competent in building a variety of models.

QUALIFICATIONS REQUIRED:

As a growing business, we require talented people who can develop as we grow. To fit in with our team focussed business culture you will require a desire to succeed and a commitment to exceed customer expectations.

Relevant experience and qualifications include:

- Good first-hand experience of Activity Based Costing & Balanced Scorecards.
- Good working knowledge of one leading ABC/Balanced Scorecard software package.
- Good working knowledge of at least one Business Intelligence tool such as ProClarity, Business Objects, Cognos or QlikView
- Good working knowledge of Oracle or SQL Server and SQL scripting
- Good all-round Technical IT skills including high level skills in Excel and Access
- Experience of working on complex, demanding and high-profile projects involving a high degree of autonomy, with an ability to manage to tight deadlines
- Degree and/or Accounting or other relevant qualification

JOB DESCRIPTION:

The role will develop with the person and to some extent can be tailored to skills, experience and aims. It will often involve working at client sites as part of an implementation team involving other consultants. It may also involve occasionally working as the sole consultant on a client project.

Responsibilities include:

- Analysing client objectives and requirements, often with other consultants.
- Developing Performance Management solutions for the client, by proposing a practicable implementation strategy and plan including, where needed, a workable model structure and data capture approach.
- Developing pre-sales models based on client data and identified needs as part of the sales process.
- Preparing and giving pre-sales and other presentations to prospective and existing clients
- Building and/or managing the building by others of predominantly ABC and Balanced Scorecard models for a variety of clients in different sectors. This may be done at the client site or remotely.
- Taking appropriate responsibility for the successful delivery of the software solution and the extraction of meaningful and useful information from it.
- Managing projects to ensure delivery of planned deliverables within budget and achieving planned deadlines
- Liaison with senior client staff and with other Bellis-Jones Hill Group staff.
- Where required, training clients in using all aspects of Prodacapo and/or QlikView and other software tools as required
- Assisting other consultants or Bellis-Jones Hill Group staff in the writing of proposals for new work
- Maintaining a high level of technical knowledge including the functionality all new releases of Prodacapo and QlikView
- Sharing knowledge and experience of using Prodacapo and/or QlikView with colleagues.
- Being prepared to demonstrate Prodacapo and/or QlikView software and models to potential clients.
- Developing innovative approaches and solutions to building models that meet client needs.
- Keeping abreast of new technological developments in the market place that may have an impact on Bellis-Jones Hill Group solutions
- Providing support as required to existing clients.
- Being hands-on at client sites to assist with data collection and to update the software as required.
- Travelling for training and updates as required.
- Assisting in the writing and updating of elements of training materials.
- Providing the skills, capabilities and experience referred to above in support of other projects as required by the Bellis-Jones Hill Group.

CONTACTS

Key external contacts include:

- Existing and prospective new clients
- Existing and potential Partners, Software Partners and Associates

Key internal contacts include

- Bellis-Jones Hill Group colleagues

PERSON SPECIFICATION

Personal and technical skills and abilities include:

Personal skills - essential

- Completer/finisher
- Can work alone without supervision but within guidelines, knowing when to consult
- Ability to operate effectively when under pressure on more than one assignment at a time
- Excellent time management and planning
- Fit with Bellis-Jones Hill Group culture and staff
- Fit with Bellis-Jones Hill Group clients

Technical skills - essential

- Can demonstrate understanding and experience of creating and managing performance management projects (e.g. Activity Based Costing, Balanced Scorecard or BI)
- Has completed at least one significant project using relevant technical skills
- Can demonstrate experience across a range of performance management projects
- Has regularly used Costing, Balanced Scorecard or BI software tools
- Has taken client requirements, converted them into specifications and delivered and tested results
- Project management experience