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# Consultant

## Role Profile

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| <b>Salary and Benefits:</b> | £28,000 - £45,000 dependent upon experience<br><br>Significant opportunities for career development   |
| <b>Responsible to:</b>      | Consulting Operations Lead and Client Development Manager   |
| <b>Accountable for:</b>     | Carrying out change and assurance orientated consultancy work as instructed by Senior Consultants and Project Managers in order to reflect ARMSA's high professional standards and core values. |

ARMSA Consulting is a niche professional services consultancy offering tailored strategic and operational health, safety, environmental, engineering, business management and training solutions to the power sector. Our international client base has remained loyal to the firm for the past decade due to our innovative, creative, non regulatory approach that adds value by improving efficiency and effectiveness within our clients' businesses.

We are now seeking to recruit an accomplished professional to work with our clients in the capacity of a Consultant. You will have developed a highly professional approach to your work, a keen eye for detail and demonstrable project management skills to compliment our values which have served us well over the years. You will deliver innovative but uncompromising consulting solutions whilst building and maintaining positive relationships with client organisations. To achieve this, you will be technically proficient and commercially astute.

Your experience and qualifications will include three years or more experience in the power or utility sectors in a middle management role; detailed working knowledge of asset management, safety rules systems and general safety practice within the power and/or utility sector; formal qualifications supported by management qualifications; experience of managing client relationships, teams, projects and budgets; excellent presentation/inter-personal skills; ability to self motivate and a persuasive style.

We would like to hear from suitably experienced and commercially-minded individuals who meet these requirements and who will focus on the continued expansion and diversification of this established business, through direct interaction with existing and potential clients.

### Job Description

As a Consultant you will support Senior Consultants and Project Managers to develop engaging and value adding relationships with business leaders/senior managers/technical experts within target/client organisations based on your specialised field of expertise.

Typically, you will be involved in undertaking holistic diagnostic review of client organisations in order to perform improvement interventions and identify business opportunities in one or more of the following areas:

- Plant performance
- Process efficiency
- People performance
- Assurance and management control

## Functional Responsibilities

**Technical contribution** - Work as a functional and ideally cross functional Consultant in the onshore and offshore renewables and non-renewables sectors. Take a role in aligning the portfolio of consulting services to meet clients' needs. Support the development of a special technology or area of best practice.

**Client and business development** – Contact and build relationships with senior/technical experts in client organisations to deliver collective business benefits. Maintain awareness of consulting and business unit target sectors and the needs of existing clients in order to support Business Development to negotiate contracts which meet customer objectives. Support Business Development in sales activities.

**Contract management** - Accountable for contract performance within own area of responsibility, managing assignment fee rate and utilisation to deliver the agreed contribution.

**Planning and control** - Create work plan and cost estimates for projects and proactively manage this work to deliver the assignments on time, to agreed quality standards and within financial targets.

**Risk and opportunity management** - Establish a risk management strategy for the consulting assignments and ensures necessary actions are taken to mitigate and control project risk. Highlight in a timely manner any quality/program/cost issues to Project Managers along with recommendations for resolution. Identify opportunities for additional and new business for own business area and wider ARMSA range of professional services.

**Technical and knowledge sharing** - Develop relationships with external organizations e.g. professional bodies to establish best practice, and enhance personal reputation and credibility for the benefit of ARMSA.

**Processes and tools** – Adhere to and champion consulting business processes and utilise established tools. Lead or support the development of new processes and tools.

## Experience Required

- One or more of the following areas of technical experience gained with the high consequence industry
  - COMAH/Process Safety Functional Safety
  - Reliability/Asset Integrity
  - Operations and/or Maintenance
  - Assurance and/or management controls
- Experience gained in a Consultancy environment
- Provision of innovative solutions
- Strong Project Management skills
- Good commercial awareness

## ARMSA Values

All colleagues here at ARMSA work to the following values – Excellence, Passion, Integrity and Clarity (EPIC). Some examples of how these are demonstrated are listed below. Any new colleague would need to demonstrate that they subscribe to these values.

| Value             | Examples of behaviours  |
|-------------------|---|
| <b>EXCELLENCE</b> | Has high personal standards, checks details, exceeds expectations, meets deadlines, can work collaboratively, prioritises effectively   |
| <b>PASSION</b>    | Generates new ideas and insights, shows they are willing to do what it takes to make the business successful, sees opportunities for the business, recognises all team members are equal and treats them accordingly              |
| <b>INTEGRITY</b>  | Ensures information is shared in a timely manner, takes time to understand, treats everyone equally, is aware of own strengths and how to make the best use of these, does not take things personally, seeks and acts on feedback |
| <b>CLARITY</b>    | Able to articulate self clearly, is able to make up own mind without being unduly swayed by others, is compelling and engaging to listen to, recognises the complexity of situations  |

## Person Specification

|                                    | Essential Requirement  | Desirable Requirement   |
|------------------------------------|--|---|
| <b>Qualifications</b>              | Degree or equivalent qualifications or more than three years' experience in the professional services or heavy engineering sectors.  | Management qualifications or membership of professional body.<br>Demonstration of ongoing professional development.   |
| <b>Experience</b>                  | A minimum of three years' experience in a corporate organisation.  | Proven track record in developing and executing sales and marketing strategy and demonstrable evidence of working within a profitable professional services organisation. |
| <b>Knowledge and Skills</b>        | Good all round management skills particularly in project management  | Knowledge of quality systems and key performance indicators   |
|                                    | Strong IT skills (Word, Excel, Powerpoint, Outlook)  |   |
| <b>Personal Qualities</b>          | Professional image, consistent with the image of ARMSA<br>Uncompromising attention to detail<br>Able to work to challenging client deadlines<br>Highly organised and able to prioritise workloads<br>Dependable and flexible<br>Excellent verbal and written communication skills<br>A very strong team player |   |
| <b>Motivation and Expectations</b> | High expectation of self and others.<br>Able to work for the benefit of the team.  |   |

Please submit your CV and covering letter clearly stating your suitability for this role to [recruitment@armsa.co.uk](mailto:recruitment@armsa.co.uk)