

# Graduate Consultant

## Role Profile

<b>Salary and Benefits:</b>	£22,000 - 28,000 dependent upon experience  Significant opportunities for career development
<b>Responsible to:</b>	Project Managers
<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 enthusiastic professional to work with our clients in the capacity of a Graduate Consultant. Your experience and qualifications will include two years or more experience in the power or utility sectors; working knowledge of asset management, safety rules systems and general safety practice within the power and/or utility sector will be an advantage; formal qualifications supported by management qualifications; experience of managing projects and budgets; excellent presentation/inter-personal skills; ability to self motivate and a persuasive style.

Our unique culture and structure will encourage your creativity, nurture your commercial drive and hone your leadership potential. You'll be expected to make an impact and influence colleagues and clients alike, so there's huge scope to make a real impact right from the start.

Strong verbal communication and professional report writing skills are essential. If you have an aptitude for managing clients, active listening, strategic planning, business analysis and team-building as well as is creativity, flexibility and strong interpersonal skills, then this role is for you.

### Role Profile

As a Graduate Consultant you will get involved in the full project lifecycle and will support Senior Consultants and Project Managers to develop business improvement solutions whilst engaging with business leaders/senior managers/technical experts within target/client organisations.

Typically, you will be involved in undertaking holistic diagnostic of client organisations in order to design and perform improvement interventions in the following areas:

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

### Functional Responsibilities

- You will be involved in problem definition, i.e. researching client organisations and collating information as directed by Project Manager;
- You will be preparing briefing materials for the consulting team;
- Designing and undertaking short term management and technical research studies;
- Undertaking analysis and publishing research findings;
- Developing diagnostic protocols and schedules;
- Preparing client briefing notes;
- Participating in brainstorming sessions;
- Organising training sessions and in some instances co-presenting at client organisations;
- Monitoring project progress;
- Providing ad-hoc support to fee earning and non-fee earning teams.

### 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
- Excellent academic achievements

### 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
EXCELLENCE	Has high personal standards, checks details, exceeds expectations, meets deadlines, can work collaboratively, prioritises effectively
PASSION	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
INTEGRITY	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
CLARITY	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>	Bachelor degree or equivalent qualifications from engineering/asset management/renewable/nuclear professions. Masters degree in Business Management	Outstanding academic achievements. Affiliation to a professional institute.
<b>Experience</b>	A minimum of two years' experience in a high consequence organisation.	Experience in consulting capacity, management consultancy, health and safety governance.
<b>Knowledge and Skills</b>	Good all round management skills particularly in project management Strong verbal communication and professional report writing skills are essential	Knowledge of quality systems and key performance indicators
	Strong IT skills (Word, Excel, Powerpoint, Outlook)	
<b>Personal Qualities</b>	Professional image Uncompromising attention to detail Able to work to challenging client deadlines Highly organised and able to prioritise workloads Dependable and flexible A very strong team player	
<b>Motivation and Expectations</b>	High expectation of self and others. Able to work for the benefit of the team.	

At this stage we are not requesting CVs or resumes but a written submission no longer than 500 words explaining why you are the best candidate for the programme. Email your submission, together with your name and contact details to [info@armsa.co.uk](mailto:info@armsa.co.uk)