

Job Description & Person Specification



Job Title	Graduate Consultant
Division/Location	Norse Consulting
Reporting to	Associate Director - Consulting
Weekly Hours	37 hours per week
Grade/Salary	Competitive

Job Description
<p>The Role:</p> <p>The Graduate Consultant will support projects as well as other assigned commercial and transactional operational activities undertaken in the delivery of consulting services to our clients.</p> <p>To ensure service quality, dependability, flexibility, timeliness and value for money in carrying out their duties.</p>
<p>Main Responsibilities:</p> <ul style="list-style-type: none"> Working alongside the project managers, ensuring detailed project briefs, budgets, programmes and reports are prepared, coordinated with different operations teams and approved by senior management and when appropriate, the client. Coordinating the project management of specific projects including advising on and agreeing project brief / objectives with client and project teams. Producing and monitoring the production of project management reports such as project initiation documents, project plans, highlight reports, etc. Undertaking research, processing data and information and presenting reports that inform the strategic direction of the consulting service. Supporting the consulting product development process. Supporting and at times lead business and client improvement activities using business process re-engineering, customer journey mapping, lean methodologies, etc. Supporting the development and deployment of a project management and change management framework for the Group. Overseeing the governance of investment business cases and recording them, forward planning them and identifying synergies, gaps, and overlaps. Using and adapting project management methodologies and their products to suit situations and clients. Supporting the development of the Consulting business plan. Supporting different resourcing approaches for clients depending on projects. Ensuring Consulting team's compliance to various frameworks standards whether those are budgetary, quality, health and safety, etc. Maintaining and owning the Team's file architecture, its configuration, and its management. Supporting the delivery or digital solutions that support the delivery of projects. Working with business development, bids, marketing, and comms teams, producing collateral, content and campaigns for the deployment of products in the marketplace. Supporting the development and delivery of the Team's website and social media strategy. Supporting the development and delivery of thought leadership events and material using different types of platforms. Identifying new business opportunities.
<p>Other Duties</p> <p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:</p> <ul style="list-style-type: none"> Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as

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required.

- Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
- Demonstrating personal commitment to the Norse Way CSR Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Bachelor's Degree or equivalent in a Built Environment or Project Management related discipline	Essential	AF
	Holds a current site card or is prepared to immediately attain	Essential	AF
	Prince 2 or APM equivalent practitioner	Desirable	AF
	Professional Membership (Student or Associate) of the Association of Project Managers	Desirable	AF
Experience	Experience in an advisory or consulting practice environment or related role associated with the Built Environment.	Desirable	I
Skills/Abilities	Proficient in the use of Microsoft Office Suite, in particular with databases and spread sheets.	Essential	I
	Ability to identify problems and resolve them.	Essential	I
	Good communication and presentation skills	Essential	I
	Good numeracy and analytical skills.	Essential	I
	Good understanding of environmental sustainability issues and how they are applicable to the Built Environment.	Essential	I
	Familiar with relevant construction legislation, and risks and hazards associated with asbestos	Desirable	I
	General understanding of energy reduction technologies and techniques.	Desirable	I
Other Requirements	Full UK Driving Licence to meet the travel requirements of the role	Essential	AF

General
Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.
It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

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The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative, so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Key Competencies – Internal Use Only

Improving for excellence	Level 2	Commercial focus	Level 1
Drive for results	Level 2	Customer focus	Level 2

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Effective decision making	Level 1	Managing positive relationships	Level 2
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