

JOB TITLE	Senior Consultant - Procurement
DEPARTMENT	Procurement Capability Team
INCUMBENT	N/A
REPORTS TO	Head of Procurement Capability Team
LINE MANAGER TO	Capability – Procurement Consultants
ADOPTED/REVISED DATE	22 November 2016
POSITION PURPOSE/SUMMARY	
<p>SA Group are in the process of recruiting experienced Procurement professionals to join our growing business. Ideally applicants will hold recognised professional qualifications at a senior level in a Procurement discipline.</p> <p>Applicants with extensive experience of working at this level will be considered. More importantly, the role requires management level experience within HMG, MoD, CNI or Industry working within a Procurement discipline.</p> <p>The responsibilities of a Senior Consultant and the associated deliverables required by clients, differs on each assignment and typically, a Senior Consultant will find themselves on a number of assignments that run concurrently. This document provides an overview of the attributes, qualifications and experience that would make a person suited to the role.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES AS A PROCUREMENT SENIOR CONSULTANT	
<p>Client Engagement and Task Delivery</p> <p>Deliver client tasks, to the agreed quality, within the defined time and cost parameters:</p> <ul style="list-style-type: none"> ❖ Lead and direct teams of multi-specialist consultants on client tasks when nominated as Task Lead. ❖ Reporting to the client at regular intervals on progress or, as necessary, applying for further instructions or approval to proceed. ❖ Leading and co-ordinating, preparing a project plan and work stage programmes (including work not completed at previous stages). ❖ Fulfill the role of an SA Group Senior Consultant, in accordance with each contracted Statement of Work which may include, but not limited to, the following: <ul style="list-style-type: none"> ○ Providing a responsive and customer focused service to clients. ○ Liaison with stakeholders in relation to the technical aspects of the task. ○ Conduct technical investigations and report as appropriate. ○ Develop technical recommendations, solutions, presentations and reports. ○ Ensure that a programme of work achieves the objectives of the client within time and budget constraints. ○ Develops and cultivates client relationships at management level. ○ Conduct all business in the capacity of “Client Friend”. ❖ Be prepared to manage multiple engagements/tasks as required by SA Group. ❖ Be prepared to work on a task as an individual or as a multi-skilled team. 	

Consultant Skills

The SA Group Senior Consultant is able to demonstrate the following skills:

- ❖ Proven experience of working in key roles within HMG, MoD or the CNI.
- ❖ Experienced in facilitating workshops.
- ❖ Able to, construct, build and deconstruct appropriate views of complex problems to enable further analysis.
- ❖ Able to select appropriate techniques from a wide knowledge of analytical methods.
- ❖ Proven experience in producing and delivering presentations and reports on complex areas to senior client representatives.
- ❖ Can establish and chair effective meetings on a variety of business disciplines.
- ❖ Skilled at cultivating and developing long term relationships with new business acquaintances.
- ❖ Skilled at shaping communication to influence outcomes.
- ❖ Maintains consulting engagements within agreed performance cost and time boundaries.
- ❖ Experience of delivering a client task, to the agreed quality level, within the defined time and cost parameters.
- ❖ Possesses a broad awareness of the business and commercial context of clients and their markets.
- ❖ Demonstrates an awareness of client strategic goals and policies.
- ❖ Proven ability of working with others to develop their potential.

Experience

The SA Group Senior Consultant has an excellent knowledge and experience of their specialist area and are able to undertake tasks for a client in a number of specialist areas. They demonstrate competence and experience in the key areas of management expertise connected with staff direction and motivation, with targets of delivery and quality. At this level, a consultant is able to operate at management levels in client organisations and represent the client in their specialist field. The Senior Consultant should be able to demonstrate the following to varying levels of experience:

- ❖ An experienced staff manager and/or department senior manager or head.
- ❖ Can provide evidence of running or influencing task based teams for large multi-million pound projects/programmes.
- ❖ Experience of providing direction on Strategy and Risk Management for projects/programmes.
- ❖ Consultants should be able to provide evidence of experience working on Procurement based projects in at least one of the following roles:
 - Change Management.
 - Risk Management.
 - Requirements Management.
 - Logistic Support.
 - Programme/Project Management.
 - Business Analysis
 - Design Authority
 - Deployment of IT Systems
 - System Design and Development
 - Enterprise Architecture

- Service Integration
- Systems Engineering
- System Acceptance (including Test & Trials)
- ❖ Evidence of consultancy work in Defence, Government (national or local) or Critical National Infrastructure sectors which should include:
 - **Defence:**
 - Previous experience of one or more lines of development in defence CIS equipment acquisition projects gained in industry, the Civil Service or the Armed Forces.
 - Understanding of the MoD acquisition process, in particular delivery to operational theatres including the Urgent Operational Requirements (UOR) process.
 - Understanding of the way in which CIS is employed in the MoD and the Armed Forces to support the work of the Department.
 - Understanding of requirements and acceptance management and how that process supports the delivery of capability.
 - Understanding of how systems engineering modelling tools and languages (such as UML, SysML, MoDAF, MOOD) support requirements capture and system design.
 - Understanding of the security constraints that affect MoD CIS and the process by which security accreditation for projects is gained.
 - Understanding of the service release processes for MoD CIS projects.
 - Experience of identifying issues outside of immediate area of responsibility.
 - **Government or CNI:**
 - Previous experience of ICT equipment acquisition projects gained on complex government, local government or ICT projects.
 - Experience of working in an ICT Service Provider environment using matrix management to ensure the correct people are engaged at the right time.
 - A track record of managing projects utilising multiple suppliers, 3rd parties and delivery partners.
 - Provision of support with developing ICT strategies and policy.
 - Understanding of government, local government or CNI ICT acquisition policies.
 - Sound knowledge of relevant IT networks and infrastructures e.g. PSN, N3.

Sales Support

The SA Group Senior Consultant is expected to support the Sales, Business Development and Marketing functions of the company. This involves, but is not limited to, the following:

- ❖ Support the company in identifying new assignments and potential business opportunities.
- ❖ Support the company Sales Team and promote the company by attending business appropriate networking events (e.g. AFCEA, INCOSE) as required.
- ❖ Produce White papers to be published in relevant publications annually to support Sales and Business Development activities.
- ❖ Actively seeks opportunities for themselves or their colleagues within the Procurement space and other domains.
- ❖ Spots market opportunities.

- ❖ Builds client knowledge of SA Groups' wider service offerings.
- ❖ Recognises and exploits opportunities within existing client contract base in order to aid development of future business.

Bid Support

The SA Group Senior Consultant is expected to participate in the preparation of bid proposals by providing technical input, case studies and conducting bid reviews. More involved bid support includes:

- ❖ Experience of providing input into the complex technical element of any company bid proposal.
- ❖ Capable of addressing the management and commercial (i.e. costing) aspects of bid proposals.
- ❖ Able to build and articulate convincing propositions in more complex or challenging bids.

Continuing Professional Development

SA Group is committed to CPD and expects its Senior Consultants to actively engage in this process. This includes:

- ❖ Supporting the improvement of their own, and colleagues, knowledge on consulting issues through attendance at seminars, conferences, and, where permitted, supporting other assignments to gain knowledge and experience.
- ❖ Liaise with the Line Manager to plan annual objectives and agree recognized training courses to achieve these objectives.
- ❖ Attend Company Town Hall events and where appropriate present on a topic to company colleagues.
- ❖ Motivate and lead others towards own, and colleagues, goals and objectives.
- ❖ Acts as a role model and mentor to others in the department.
- ❖ Participates, as required, in external working groups and committees.

PROFESSION QUALIFICATIONS

SA Group are seeking an established Procurement professional to fulfil the role of Senior Consultant, who will be able to demonstrate that they have the requisite skills and experience to make an immediate, positive impact on the business. The qualifications sought include, but are not limited to, the following:

- ❖ Holds a professional certification under a Professional Engineering Institution scheme. At Senior Consultant level SA Group expect the individual to hold at least Incorporated status with a commitment to achieve Chartered status (e.g. IEng moving to CEng via the IET or CITP via the BCS).
- ❖ Qualified as a full Member of a professional institution (e.g. IET, CMI, BCS, INCOSE).
- ❖ Preferably educated to degree standard, or equivalent, in a relevant engineering discipline.
- ❖ Project or Programme Management qualification (PRINCE2 Practitioner, APMP, AGILE, Managing Successful Programmes (MSP) Practitioner).
- ❖ Evidence of other related training e.g:
 - ITIL v3
 - M_o_R
 - P30
 - ISTQB

Personal Attributes



SA Group Senior Consultants should be able to demonstrate a number of personal attributes including:

- ❖ High achiever.
- ❖ Effective as a team or assignment leader.
- ❖ Strong professional image.
- ❖ Highly adaptable in dynamic environments.
- ❖ Enthusiastic with strong interpersonal skills.
- ❖ Reliable with good organisational skills.
- ❖ Able to communicate concisely and effectively.
- ❖ Self-motivated.
- ❖ Inspires trust and confidence in clients and colleagues.
- ❖ Strong analytical/problem solving ability.
- ❖ Flexible and adaptable, with a willingness to take on new tasks where less knowledge or experience is held.
- ❖ Has a lively sense of humour wanting/desiring to be part of a company that encourages a relaxed, but professional, approach to business.