



Overview of Role

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| Job Title: | Consultant |
| Purpose of Job: | To contribute to a range of assignments with a variety of clients across the UK, and support project management. |
| Location: | Farringdon, London |
| Reports to: | Associate Director |
| Salary Scale: | £28,000 - £35,000 (plus benefits and 25 days' annual leave) <i>NB – Starting salary will be dependent on experience.</i> |
| Contract: | Full-time (37.5 hours per week); unsocial hours may be occasionally required |

Rocket Science UK Ltd

Rocket Science is a highly regarded specialist consultancy with offices in London, Newcastle and Edinburgh. We focus on performance improvement of services for the public and work as independent advisers, researchers, evaluators, facilitators, trainers and mediators. We specialise in the fields of employability, learning and skills, health improvement, third sector development, and local economic development.

Our services go beyond consultancy to include organisational and partnership development, as well as acting as evaluation partners and managing agents of a number of grant programmes. We have a particular commitment to helping disadvantaged individuals, families and communities enhance the quality of their lives.

For more detail visit our website at www.rocketsciencelab.co.uk.

Job Description

We are looking for an experienced consultant or someone with the equivalent skills to contribute to the work of the company across the UK, but specifically contributing to high quality solutions that meet the needs of our clients and providing day to day management of projects.

This role is suitable for someone with prior consultancy experience, or someone with relevant project and people management experience that is interested in moving into consultancy at a senior level.



Key Areas of Responsibility

- Carry out assignments to a high standard, on time and to budget
- Project management and client liaison
- Contribute specialist skills and experience to contracts across the UK
- Support and develop existing and potential client relationships
- Contribute to the growth and impact of the company across its UK markets
- Contribute to winning work in current and emerging markets

Tasks

- Manage projects and maintain close communication with clients throughout the project period
- Contribute technical skills and expertise to a range of projects
- Undertake research/policy work including: obtaining and interpreting information from paper and electronic sources; monitoring government (central/regional/local and agencies), think tanks, research institutions and practitioners; analysing and interpreting policy, legislation, statistics and other information; identifying good practice; forecasting trends and future developments
- Produce proposals, reports and papers in appealing and appropriate forms which may include briefings, newsletters, articles, and blogs
- Build and sustain Rocket Science customer relationships within public, private and third sector organisations as required
- Contribute to the development of ideas, products and services on behalf of Rocket Science and/or its clients
- Maintain an awareness of policy issues in the UK (and where appropriate internationally) and keep up to date with policy and legislative changes which will influence Rocket Science's areas of interest
- Take advantage of training/personal development opportunities as necessary in order to keep abreast of new technology and key subject areas
- Be active in sourcing and sharing relevant information with colleagues and clients
- Work with Supervisor to identify and take forward personal development ideas
- Undertake any other duties and tasks appropriate to the post as may be required from time to time

Skills and Experience



A Rocket Science Consultant should be able to demonstrate:

- Experience of a responsible role in one or more of the private, public and/or voluntary/community sectors, involving staff and project management.
- A successful track record and recognised expertise and innovation in one or more of the following themes:
 - employability
 - learning and skills
 - health and wellbeing
 - welfare and housing
 - economic/enterprise development
 - regeneration and community engagement
 - third sector roles and development
 - service performance and improvement
 - other related areas.
- Ability to develop close and trusted working relationships with a wide range of current and potential clients.
- Ability in analysing, interpreting and responding to government policy.
- Ability to research, track, analyse and present information in ways that are appropriate to the task.
- Effective communication using a variety of methods such as facilitation, presentation, contribution to meetings (internal and external), interviews (telephone and face-to-face) and focus groups.
- Ability to work independently and initiate, plan and prioritise complex workloads and meet individual deadlines.
- Supervise, manage and lead others to plan and prioritise their workloads.
- Ability to think creatively and offer ideas in designing our approach to tasks.
- Ability to make positive contributions to internal and external teams.
- Understanding of how to use IT effectively and appreciate the potential of IT-based solutions and tools to enhance services to clients.

Rocket Science's Values

Our values guide the way we work and the way we develop as a company. Rocket Scientists are committed to these and behave in ways that are consistent with them. We aim to deliver excellent services by:

- being accessible and responsive to our clients' needs;
- working with clients rather than for clients;
- finding creative and practical solutions;
- investing in our people;
- learning and sharing;
- making a difference;
- enjoying what we do.



Application Process

Requirements

To apply for this role, please submit a copy of your current CV and a covering letter (max. 500 words) explaining how your skills and experience make you suitable and what you will bring to the role, drawing on this job description and person specification.

Application Instructions

Please send applications by email to john.griffiths@rocketsciencelab.co.uk by **5pm on Monday 12th December**.

Please entitle your email with: 'Consultant –Your Full Name', indicating within the body where you found out about the vacancy and including the names and contact details of two referees including, if applicable, your most recent employer.

NB – referees will not be approached without your prior knowledge, and only following an application and interview.

Next Steps and Further information

We plan to hold interviews for shortlisted candidates in the **w/c 12th and 19th December**. These will consist of a competency-based interview followed by a short written exercise.

If you have any questions about the role, please call John Griffiths on 020 7253 6258 or email john.griffiths@rocketsciencelab.co.uk.

NB – Rocket Science operates an equal opportunities policy and will appoint solely on the basis of the applicant's ability to do the job in question. We do not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability, nor will such factors play any part in decisions on appointment or selection.