Consultancy Manager

Applications are invited for the position of a Consultancy Manager for UCL Consultants Ltd.

The following application information is enclosed:

1. Information on UCL Consultants
2. Job Description
3. Person Specification
4. Terms and Conditions of appointment

Please visit the UCL Consultants website to access the appropriate application form. Please complete the application form highlighting your particular attributes relevant to the position and the Equal Opportunities Classification Form, which can also be downloaded from the UCL Consultants website, to the address below:

Danielle Gouldson
jobs@uclconsultants.com
020 7679 9000

The closing date for applications is 26 November 2017.

Please note that we will disregard any applications which do not contain all of the documents specified above and only shortlisted candidates selected for interview will be contacted on or before 1 December 2017.

Interviews will be held in week commencing 4 December 2017.
Information on UCL (University College London) and UCL Consultants Ltd (UCLC)

UCL (University College London) is one of the UK’s leading universities, a world-class multi-disciplinary research and teaching institution whose staff and former students have included 29 Nobel Prize winners. Founded in 1826, UCL was the first university in England to admit students regardless of race, religion or gender. It continues to thrive on the creativity and diversity of its community which today comprises in excess of 6,000 academic and research staff and over 38,000 students from across the globe. UCL has an annual turnover exceeding £1.2 billion.

UCL Consultants Ltd. (UCLC) was established in 2003 as a wholly owned subsidiary by UCL to administer the contractual and financial arrangements of UCL staff undertaking consultancy services. UCLC is the gateway to access the expertise of leading academic staff. The areas of expertise, skills and facilities offered by UCLC cover the breadth of UCL's world-class research-based expertise. UCLC connects UCL experts with national and international organisations that are seeking to resolve specific, targeted problems or gain critical advantage in their market.

UCLC offers a comprehensive service for UCL academics wishing to undertake consultancy work and clients wishing to commission UCL experts on a consultancy basis. We make it easy for our external clients to access and engage UCL’s world-leading academic expertise and facilities, and for our internal clients to find, engage, deliver and get paid for external consultancy work, and help protect them from the associated risks.

UCLC supports internal and external clients in delivering projects to scope, quality, time and budget by providing support over the entire life cycle of a project. We work with our clients from project idea to completion, including: developing new business propositions and opportunities; scoping requirements; developing a proposal; determining the correct fees; negotiating and concluding the contractual agreement; conducting invoicing procedures; project managing the delivery of a variety of projects.

Our projects cover four areas:

- Academic consultancy
- Expert witness services
- Bespoke short courses
- Testing & analysis services

For further information please see our website at www.uclconsultants.com

UCL Bartlett (https://www.ucl.ac.uk/bartlett)

The Bartlett is UCL’s global faculty of the built environment. As one of the oldest but most radical faculties of its kind, the Bartlett has built a reputation for education and research that draws students and academics from across the world. Based in the heart of London, with a wealth of resources, partners and urban history on its doorstep, it is able to learn about and explore the built environment in ways that are impossible elsewhere. The Bartlett contains a
number of schools which together offer a network for collaboration and a way of looking at issues and challenges that is unique in built environment education and research:

The Bartlett Centre for Advanced Spatial Analysis (UCL-CASA) is one of the leading forces in the science of cities, drawing on computer-based visualization and modelling to generate new insights for use in city planning, policy and design. The Bartlett School of Architecture (UCL-BSA) is one of the world’s most exciting architecture schools, whose name stands for provocative ideas, boundary-pushing research and high-achieving lecturers and students. The Bartlett School of Construction & Project Management (UCL-C&PM) is an international centre of excellence in the teaching and research of project management and economics. The Bartlett Development Planning Unit (UCL-DPU) helps to build the capacity of local and national governments, agencies and businesses working towards socially just and sustainable development in the global south. The Bartlett School of Planning (UCL-BSP) has been teaching and investigating the form, planning, design and management of cities for a century. Its programmes and research are among the most sought-after in the field. The UCL Energy Institute (UCL-Energy) blends expertise from across UCL to deliver world-leading learning, research and policy support on the challenges of climate change and energy security. The UCL Institute for Environmental Design & Engineering (UCL-IEDE) pursues a deeper understanding of the part played by choices relating to buildings and the urban environment in tackling some of the greatest challenges facing mankind, in areas such as health, human well-being, productivity, energy use and climate change. The UCL Institute for Sustainable Heritage (UCL-ISH) delivers sustainable solutions to real world problems concerning cultural heritage, working with external partners on groundbreaking, cross-disciplinary research and innovative teaching for future heritage leaders. The UCL Institute for Sustainable Resources (UCL-ISR) generates knowledge in the globally sustainable use of natural resources and brings together experts from across UCL to train future leaders of this field. The UCL Institute for Global Prosperity (UCL-IGP) aims to transform how we make decisions, the kinds of evidence and reasoning on which our decisions are based, and the cultural, legal and policy tools we have at our disposal. The UCL Institute for Digital Innovation (UCL-IDI) functions at the cutting edge of future trends. Its work draws together expertise in engineering and computer science with social and behavioural science insight. The Bartlett Real Estate Institute (UCL-BREI) is a new institute that is rethinking the traditional view of real estate and the ways in which it is valued globally. The UCL Institute for Innovation and Public Purpose (UCL-IIPP) provides radical thinking about public policy driven by public purpose. It systematically rethinks how public value is created, nurtured and evaluated.
JOB DESCRIPTION

Job Title: Consultancy Manager
UCL Bartlett (excluding BSEER)

Job Purpose:

The role is to support and enable the academic community in the Bartlett (excluding BSEER – see below) to undertake a broad range of consultancy activities with external clients in an efficient and effective manner, and in so doing act as an interface between external clients, academics, and UCLC, with the overall objectives of expanding the volume, value, reach and impact of consultancy activities. An existing Consultancy Manager currently supports UCL-Energy, UCL-IEDE, UCL-ISH and UCL-ISR (together the Bartlett School of Environment, Energy and Resources – BSEER).

The position holder will be responsible for identifying consultancy opportunities and service propositions, supporting client relationships, liaising with leadership for decisions on pursuing opportunities, identifying appropriate resources to lead, supporting the development of proposals, supporting costing and pricing, and acting as a ‘go to’ resource within the Bartlett for matters relating to consultancy and UCLC. The role will have an initial focus on the following Departments in the Bartlett: UCL-CASA; UCL-BSA; UCL-C&PM; UCL-DPU. The role is one of a series of similar such roles established at UCL and the position holder will therefore have the opportunity to work with colleagues in similar roles in other academic areas and be part of a Consultancy Manager team led by UCLC.

The position holder will report to the Managing Director of UCL Consultants Ltd, with an additional dotted reporting line to the Vice-Dean: Enterprise, the Bartlett.

Key Duties and Responsibilities

- Develop a strong understanding of the academic capabilities and research objectives of the Bartlett and how consultancy can support them.
- Work closely with the BSEER Consultancy Manager to provide a seamless point of contact and support service for the Bartlett in matters related to consultancy and UCLC.
- Drive the implementation of the consultancy (including bespoke short courses) strategy for the Bartlett/UCLC, including the monitoring and preparation of reports and KPIs relating to consultancy activity, and the development of targeted marketing collateral.
- Identify external consultancy opportunities in line with UCL and Bartlett strategies.
- Confirm the right individual(s) to respond to a specific opportunity, and provide advice, coordination and support on proposal development, costing, pricing and submission, liaising with academic and Bartlett/UCLC colleagues as appropriate.
- Liaise with academic colleagues to develop consultancy service propositions to external clients.
- Support academic staff in client relationship management in line with the consultancy strategy.
- Coordinate activities with other externally-facing services at UCL as appropriate.
- Obtain client feedback on completed consultancy projects as a part of a process of continuous improvement.
- Advise on bespoke consultancy strategy for each of the Departments above identified within the remit of the role.
• With the BSEER Consultancy Manager, advise on larger cross-departmental consultancy bids / projects.

In carrying out the above duties the Consultancy Manager is expected to:

• Work expeditiously and with professionalism to ensure the business is organised efficiently
• Maintain absolute confidentiality regarding sensitive personnel, financial and commercial information
• Adhere to UCLC policies including organisational standards, Financial Regulations and Equal Opportunities
• Participate in staff meetings and training as required
• Maintain an awareness and observation of Fire and Health & Safety Regulations
• To undertake any other duties that are within the scope, spirit and/or purpose of the job, the title of the post and its remuneration as requested by the Managing Director.

Note: The duties described above reflect the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and may be subject to amendment in consultation with the post holder.
PERSON SPECIFICATION

This form lists the essential (E) and desirable (D) requirements necessary to fulfil the role. The competencies will be observed by application (A), and/or by interview (I). Applicants will be shortlisted solely on the extent to which they meet these requirements.

**Job Title:** Consultancy Manager

| Qualifications | • Degree or equivalent level of knowledge acquired through experience and training/development. | A | E |
|               | • Marketing / Business/PhD qualification. | A | D |

| Knowledge & Experience | • Experience of consultancy activity, including the identification, marketing, preparation and delivery of consultancy opportunities and proposals. | A, I | D |
|                       | • Familiarity with costing, pricing and other commercial aspects of projects. | A, I | E |
|                       | • Existing knowledge and experience of Bartlett research areas and capabilities. | A, I | D |
|                       | • Existing knowledge and experience of the national and international market for consultancy services in the Bartlett. | A, I | D |
|                       | • Specific experience of consultancy activity in a higher education environment. | A, I | D |
|                       | • Ability and experience of handling a challenging role with confidence, initiative, adaptability, self-motivation, and attention to detail. | A, I | E |
|                       | • Methodical and accurate. Attention to detail and able to produce and review written and numerical information concisely and accurately. | A, I | E |
|                       | • Ability to demonstrate excellent organisation and project management skills, prioritise work and meet deadlines, and work independently and proactively without undue supervision. | A, I | E |
|                       | • Proficient in MS Office. | A | E |

| Communication | • Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with colleagues, academic staff, all levels of management and external clients. | A, I | E |

| Teamwork & Motivation | • Ability to work as part of a team and independently | A, I | E |

| Other Requirements | • Willingness to occasionally undertake business travel both within the UK and abroad. A flexible approach to tasks, travel and hours of work. | I | D |
 TERMS AND CONDITIONS

Job title: Consultancy Manager

Position and salary
The full time salary range is £40,000 to £48,000 depending on qualifications and experience. UCLC, in addition, operates a Performance Related Pay Scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based.

Hours of work
The normal hours of work are 35 hours per week, excluding lunch hours. Office hours are 9.00am to 5.00pm, Monday to Friday.

Pension
The post holder will be eligible to join the Company’s defined benefits pension scheme SAUL.

Holidays
The leave year runs from 1 October to 30 September. The holiday entitlement is twenty five working days per annum, which may be taken with the approval of the Managing Director of UCL Consultants Ltd. There are also eight Public Holidays, and a further six days leave given to mirror the UCL closure days over the Christmas and Easter periods.

Probation
The appointment is subject to receipt of satisfactory references and to a probationary period of nine months.

Season Ticket Loans & Child Care Voucher scheme
Season ticket loans are available to staff who have successfully completed their probationary period. UCLC operates a Child Care Voucher scheme. The season ticket loan and Child Care Voucher scheme are processed via a monthly deduction from salary.

Voluntary Healthcare Scheme
Members of staff at UCLC are able to access the voluntary healthcare scheme offered by UCL, the scheme is provided by AXA PPA.

Professional Subscriptions
Should you be required to be a member of a professional body in connection within your role, UCLC is willing to pay the cost of the professional subscription/membership with the agreement of your line manager.

Other
UCLC operates a no smoking policy. Staff members are expected to conduct themselves in a professional manner whilst in the work environment and should be well presented.