

## Job Advertisement

### Consultancy Coordinator for Faculty of Brain Sciences UCL Consultants Ltd (UCLC) London

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#### Reports to

Senior Manager, Strategy & Operations

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UCLC is seeking a **Consultancy Coordinator** to be an integral part of the company.

**Salary £32,000-£39,000**  
(dependent on experience)

The post 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 Faculty of Brain Sciences (FBS) for matters relating to consultancy and UCLC.

The successful candidate will have strong interpersonal and liaison skills to maintain a high level of service to all stakeholders, a strong academic background, ideally in an FBS-related discipline, and aptitude to identify consultancy opportunities, create and manage client relationships, identify resources to deliver, and support the development of proposals and commercial aspects. You will be part of a Business Development team but must also be able to work independently.

The following are enclosed:

1. Information on UCL Consultants
2. Job Description
3. Person Specification
4. Terms and Conditions of appointment
5. Equal Opportunities Classification Form

UCLC connects UCL experts with national and international organisations that are seeking to resolve specific, targeted problems or gain critical advantage in their market. It provides a full range of contractual and financial services to UCL staff undertaking consultancy work for external organisations.

This is a stimulating and varied role which will support the growth and delivery of projects by UCLC working with world class academic experts from FBS and elsewhere. This is an opportunity to bring UCL's expertise to life and support the academic experts in making an impact for the benefit of business, government and society.

UCLC offers a contributory defined benefits pension scheme, a performance-related pay scheme and a generous holiday allowance.

To apply, send a CV, a completed Equal Opportunities Classification form and a covering letter highlighting your particular attributes relevant to the position to the address below. You will be expected to explain how you meet each of the key requirements for this role as listed in the person specification, giving examples that clearly demonstrate your skills, knowledge and experience.

Contact name: Roger de Montfort  
Email: [jobs@uclconsultants.com](mailto:jobs@uclconsultants.com)  
Telephone: 020 7679 9796

The closing date for applications is 18 August 2019. Please note that we may close applications before this date dependent on volume of responses and we will disregard any applications which do not contain all of the documents specified above. Only shortlisted candidates will be selected for interview.

**UCL Consultants Ltd is an equal opportunities employer.**

## **INFORMATION ON UCL AND UCL CONSULTANTS LTD (UCLC)**

### **University College London**

UCL is one of the world's top universities: London's Global University. Based in the heart of London, it is a modern, outward-looking institution. At its establishment in 1826, UCL was radical and responsive to the needs of society; and this ethos, that excellence should go hand-in-hand with enriching society, continues today.

In the 2014 Research Excellence Framework (REF) UCL was rated the UK's top university for research strength, with more than 2,500 researchers assessed and their combined average results outweighing all other universities. We have the greatest amount of 'world leading' research in medicine, the biological sciences and education; the largest amount of academic research activity in science, technology, engineering and mathematics; and the strongest research power in the social sciences.

UCL is a university in its own right, and constitutionally a college of the federal University of London. With an annual turnover exceeding £1.4 billion, it is financially and managerially independent of the University of London. UCL is a truly global community: more than one-third of our student body, over 40,000 strong, come from 150 countries and nearly one-third of staff are from outside the UK. UCL's staff and alumni have included 29 Nobel prize-winners.

FBS brings together UCL's expertise in psychology, psychiatry, prion diseases, ophthalmology and vision, language sciences, audiology, deafness and hearing, neurology and related basic neuroscience. With a vision for the future to solve the greatest health and wellbeing problems in the brain sciences, in order to transform

society and reduce the global burden of disease, FBS's outstanding research spans the bench to bedside spectrum and has global impact, and is the most highly cited university in Europe and second most cited in the world for neuroscience and behaviour studies (InCites Essential Scientific Indicators 2017).

FBS comprises seven Institutes and Divisions (the Division of Psychiatry, the Division of Psychology of Language Sciences, the Ear Institute, the Institute of Cognitive Neuroscience, the Institute of Neurology, the Institute of Ophthalmology, and the Institute of Prion Diseases) and thirteen Research Centres, which are portals to exciting and innovative research. The Faculty is also engaged with collaborative partnerships with both global industrial partners (for example, Santen, Eisai and Takeda) and local health partners (for example, UCLP, UCLH and Moorfields).

### **UCL Consultants Ltd.**

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; and 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](http://www.uclconsultants.com)

# Job Description

**Consultancy Coordinator,  
Faculty of Brain Sciences**  
UCL Consultants Ltd (UCLC)  
London

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## Reports to

Senior Manager, Strategy & Operations

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## Job Purpose:

The role is to support and enable the academic community in the Faculty of Brain Sciences (FBS) 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.

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 FBS for matters relating to consultancy and UCLC. 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 Business Development team led by UCLC.

The position holder will report to the Senior Manager, Strategy & Operations, with an additional dotted reporting line to the Vice-Dean (Enterprise), FBS.

## Key Duties and Responsibilities

- Develop a strong understanding of the academic capabilities and research objectives of FBS and how consultancy can support them.
- Provide a seamless point of contact and support service for FBS in matters related to consultancy and UCLC.
- Work with the Vice-Dean (Enterprise) and Faculty and UCLC leadership to support the implementation of the consultancy (including bespoke short courses) strategy for FBS/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 FBS 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 FBS/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.
- Support activities with other externally-facing services at UCL.
- Obtain client feedback on completed consultancy projects as a part of a process of continuous improvement.

In carrying out the above duties the Consultancy Coordinator 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
- 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 post and its grading as requested by the line manager.

**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 in one of the following ways, by application (A), or by interview (I) and a test (T). Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job Title:** Consultancy Coordinator

<b>Qualifications</b>	PhD qualification (preferably in an FBS discipline)	E	A
<b>Knowledge &amp; Experience</b>	Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with colleagues, academic staff, all levels of management and external clients.	E	A, I
	Ability and experience of handling a challenging role with confidence, initiative, adaptability, self-motivation, and attention to detail	E	A, I
	Ability to work to set deadlines on own initiative, prioritise and organise competing workloads and work independently	E	A, I
	Ability to maintain confidentiality	E	A, I
	Methodical and accurate. Attention to detail and able to produce and review written and numerical information concisely and accurately	E	A, I
	Ability to work as part of a team and independently	E	A, I
	Proficient in MS Office Word, Excel, PowerPoint and Outlook	E	A
	Experience of consultancy activity in a higher education environment, including the identification, marketing, preparation and delivery of consultancy opportunities and proposals	D	A, I
	Familiarity with costing, pricing and other commercial aspects of projects	D	A, I
	Existing knowledge and experience of FBS research areas and capabilities	D	A, I
	Existing knowledge and experience of the national and international market for consultancy services in FBS	D	A, I
<b>Other Requirements</b>	Willingness to occasionally undertake business travel both within the UK and abroad. A flexible approach to tasks, travel and hours of work.	D	I

## TERMS AND CONDITIONS

**Job title:** Consultancy Coordinator

### Position and Salary

The salary range is £32,000-£39,000 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. The company operates the SAUL pension scheme.

### Holidays

The leave year runs from 1 October to 30 September. An annual holiday entitlement of twenty-five working days per annum may be taken with line manager's approval. 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 also 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 with 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 are expected to conduct themselves in a professional manner whilst in the work environment and should be well presented.