

## ROLE PROFILE

Job title:	<b>Graduate Consultant</b>
Reporting to:	Senior Consultant
Location:	Head Office, Berkhamsted, London office and Clients

### Role Purpose

As a Graduate Consultant with Simply Sustainable Ltd, you are accountable for supporting client projects for our growing business. This includes using research and analytical skills for analysing a wide range of information and data, accurately and on time; producing materials, reports and presentations with recommendations to clients, helping to ensure these are within budget and exceed the clients' expectations. You also take responsibility for internal research projects to support our Consultants and Senior Consultants.

### Key accountabilities & responsibilities:

- Responsible for preparing project materials and tools to support the successful and efficient delivery of projects that meets the clients' needs.
- Accountable for providing accurate up to date research, analysis, information and data that is accurate, timely, accessible, insightful and robust and so supports and improves decision making and recommendations for our clients.
- Responsible for Accurately capturing and communicating internally new legislation, trends and best practice and using the information gained to develop leading edge solutions and documentation that exceeds our clients' expectations.
- Responsible for Accurately supporting the preparation of clear, logical and engaging reports, documents and presentations for each client that ensure appropriate advice – including top class, practical sustainability consultancy services – that answers, and where possible exceeds, the brief.
- Responsible for Supporting the Team in the managing of projects for clients against the project plan and supporting the project team to resource projects effectively, keeping within project budgets.
- Responsible for Supporting the successful delivery of client meetings, workshops, training and stakeholder engagement where required.
- Ensuring any client communications are timely and appropriate and that all information received from the client is accurately recorded and communicated effectively with the Consultants and Senior Consultants.
- Accountable for Researching company and market information on potential new clients that identifies clear opportunities for how we could support them. Conducting internal research projects, working to agreed briefs, to support our own knowledge-building, communications and thought leadership. This includes the writing of accurate, concise and engaging positioning papers and articles.

- Attending appropriate events to build knowledge and networks, reporting key learnings and findings back to the team.
- Accountable for accurately and regularly completing the administration and record keeping in accordance with our company processes on CMAPS. This includes recording of own time spent against the projects and in line with the weekly Resourcing plan.
- As a key member of the Simply Sustainable Team you are expected to contribute to the overall growth strategy and thought leadership of Simply Sustainable. This may include the development of new workstreams, products and services, as well as contributing to the ideas and development of our own communications content.

**Key skills and knowledge required (including qualifications):**

- Educated to related Degree level or above
- Excellent research and analytical skills
- Excellent writing skills including attention to detail and engaging style
- Excellent verbal and written communication skills with engaging presentation skills
- Excellent project management skills
- Good Excel skills and ability to process and analyse data
- Accurate and up-to-date knowledge of trends and developments surrounding corporate responsibility and sustainability

**Competencies/Behaviours:**

- Customer focused
- A joy to work with
- Passionate about delivering on time
- Team player
- Proven Ability to work on own initiative
- Ability to work under pressure and solve problems
- Excellent planning & Organising skills
- Commercial and corporate awareness keeping up to date with new initiatives in order to enhance own development and experience.

**Any additional relevant information:**

The role requires flexibility and availability for the clients with a passion to deliver top quality work. The role may require travelling both inside and outside the UK. This position is recognised as a development opportunity leading to consultant level and beyond within the business.