Junior Consultant – Job Description

Team:	Governance, Risk and Regulation
Line Manager:	Principal/Senior Consultant
Direct Reports:	N/A
Location:	Homebased with travel to clients and offices
Hours:	Full time, 35 hours per week, Monday to Friday. As a client-facing consultancy, flexibility in working patterns and location will occasionally be required to meet client and business needs, including travel and at times work outside of normal hours.

Purpose and Objectives:

The Governance, Risk and Regulation Practice is at the heart of Altair's service offering. The Junior Consultant will support the delivery of our consultancy client work across a range of activities.

You will engage in a range of project delivery activities and will spend most of your time supporting client assignments under the guidance of senior members of the team.

You will develop an understanding of the social housing regulatory framework and governance principles, with a willingness to develop your knowledge and expertise through practical experience. You will be an effective communicator, both verbally and in writing, with the ability to build positive working relationships with colleagues and clients.

Consultancy work is completed through a mix of on- and off-site engagement with clients. Flexibility, a collaborative approach and a desire to work with people are therefore essential.

Key Responsibilities:

Details on the key responsibilities and activities of the role are detailed in the table below.

Key functions	Responsibilities and activities
Project Support	• Support the delivery of work for clients under the guidance of more senior colleagues. • Undertake a range of project activities, including research, assessment and analysis of information, to support project delivery and client outcomes. • Contribute to the development of ideas and solutions to achieve specific outcomes, supporting engagement with stakeholders and helping to build consensus where appropriate.
Project management	• Support the delivery of client projects, contributing to the achievement of project objectives, deadlines and budgets under the guidance of more senior team members. • Follow our Quality Assurance (QA) process for reporting by actively seeking QA for completed work and responding positively to feedback to ensure high-quality outputs.

Key functions	Responsibilities and activities
	• Use project management tools and processes to support the effective planning, organisation and delivery of project activities.
Business Development	• Support the development of new service offerings by contributing ideas, research and insights on market needs and emerging trends. • Support marketing activities that enhance the team's profile, influence and expertise, including contributing content and market intelligence. • Assist in the preparation of clear and comprehensive written proposals, supporting the development of high-quality submissions and client materials.
Practice Development	• Share knowledge and skills with colleagues to support team learning and development, contributing to a collaborative and supportive working environment. • Demonstrate and encourage positive team-working behaviours, building effective working relationships with colleagues across the business. • Contribute to the development of new products and service offerings through research, ideas generation and support with implementation.
Corporate	• Support the delivery of corporate projects on an ad-hoc basis. • Ensure that all corporate systems are up to date.

Person Specification

Section	Criteria	Essential/ Desirable
Education and qualifications	• Relevant knowledge and understanding gained from work experience and/or educated to degree or equivalent	D
Experience	• Experience of service delivery in a relevant sector (e.g. local authorities or registered providers). • Experience of working with others to achieve agreed objectives.	D
Skills	• Excellent communicator, both verbally and in writing. • Excellent interpersonal skills with an ability to negotiate and influence others, deliver presentations. • Able to work under pressure. • Good report-writing and presentation skills. • Attention to detail. • Able to work in a fast-paced environment and interested in developing as a Consultant.	E

Attributes	• Ability to work independently and to co-ordinate and plan own workload while managing conflicting priorities. • Adaptable and able to respond well to different work environments. • Keen to learn and evidence of taking ownership of self-development. • Strong personal drive. • Team-focused. • Positive attitude and resilient. • Committed to high personal standards of delivery. • Comfortable with travel to client sites, events and the office when required.	E

Key Relationships

Internal	• Governance, Risk and Regulation Practice, Senior Leadership, Associates, Marketing and Communications, Bid support.
External	• Local authority registered providers, private registered providers, membership bodies (NHF, CIH, TPAS etc), Housing Ombudsman Service, Regulator of Social Housing.