

Information pack for Consultant positions

June 2019



1 Introduction

Thank you for deciding to find out more about the Consultant position at Cordis Bright. We are a company that continues to grow and we are looking to add additional skills and capacity to our research team.

This pack contains further information about the role of Consultant. People who thrive with us tend to be ambitious, self-motivated, intelligent, and have a strong commitment to the public sector. This pack contains further information about:

- The kinds of work Cordis Bright does.
- The role of Consultants.
- The skills and experience we are looking for.
- The package.
- How to apply.

If there is any further information that you would like, or to have an informal, confidential discussion then please do not hesitate to contact Julie Ireland, Office Manager on 020 7330 9170. She will be able to schedule a convenient time to talk to a member of our management team.

2 The work Cordis Bright does

Cordis Bright is a consultancy and research firm specialising in children’s services, adult social care, criminal justice and the NHS. We work with central government, local authorities, clinical commissioning groups, NHS Trusts, Offices of Police and Crime Commissioners, police, independent sector organisations and others to help improve outcomes. We are looking for people to join our research team.

- We believe in delivering the best we can for our clients. We require work of the highest possible standard that delivers impact and value. We like a challenge and bring energy, passion and commitment to our work. However, we’re not obsessive and genuinely seek to promote a healthy work-life balance.
- We apply intellectual rigour, thoughtful application of skills, and evidence of what works to help our clients. We believe in honesty, with straightforward and open communication.
- We take a collaborative approach. We welcome diversity – of people and of opinion. We give people room to make an impact in a supportive environment where each team member is recognised and rewarded for their individual contribution.

Examples of recent projects are:

<i>Review of what works in supporting people with long-term conditions</i>	<i>Needs assessment on violence against women and girls</i>	<i>Evaluation of NHS Vanguard</i>
<i>Competitor analysis on behalf of a large national learning disability charity</i>	<i>Review of hospital discharge processes for a London Borough and NHS</i>	<i>Evaluation of a new case management approach to working with children and young people with complex needs</i>
<i>Review of initiatives designed to safely reduce the number of looked after children placed out-of-area</i>	<i>Housing needs assessment for those requiring social care support</i>	<i>Research on public health approaches to reducing violence</i>

More information about our work is included on our website: see www.cordisbright.co.uk.

3 The role of Consultants

3.1 Job purpose

Consultants at Cordis Bright contribute in four main ways.

Firstly, they are responsible for the day-to-day liaison with clients, helping to ensure that we have fully understood requirements and managing projects in a way that ensures delivery to time, budget, specification and high quality.

Secondly, they play a key role in generating insight and analysis. They quality assure and provide internal challenge. They generate additional insight and develop solutions that meet the needs of our clients.

Thirdly, working to a Project Director they are responsible for the production of high quality outputs, e.g. reports, slide decks, presentations, workshops, meetings, decision-making forums.

Finally, they are involved in business development and marketing. They actively contribute to the development of new business through developing effective relationships with new and existing clients leading to additional commissions for work and through the development of formal proposals including budget and staff deployment planning.

More broadly, they identify and take forward – constructively and collaboratively with colleagues – to further promote, market, expand, further strengthen and ensure the profitability of Cordis Bright.

3.2 Duties and responsibilities

Project management

- To take the lead, working to a Project Director in the detailed planning and preparation of new projects, including the identification of the delivery team, allocation of tasks and the identification and utilisation of any other resources needed for delivery
- To ensure that the projects for which they are responsible run to time and on budget, making appropriate adjustments as needed and liaising with the Project Director as necessary.
- To maintain a positive relationship with the client through regular contact and engagement ensuring that the client feels informed and in control as the project progresses.
- To take day to day responsibility for the leadership, management and oversight of designated projects. This includes monitoring the outputs from other members of the team, dealing with logistical and scheduling challenges as they arise and ensuring that the quality of the output is maintained at all times.

- To ensure that appropriate risk assessment is undertaken on all aspects of field work and liaise with the Project Director and on occasions the Managing Director to ensure that all necessary steps have been taken to keep other Cordis Bright employees safe.
- To adhere to an ethical approach to research and consultancy at all times ensuring that appropriate and informed consent is obtained from participants and information provided in confidence is appropriately managed and protected within the company.

Analysis and report writing

- To undertake rigorous evidence-based analysis of the material produced by themselves and others and where necessary strengthen their own knowledge base and insight through additional background research.
- To take the lead in writing high quality, authoritative reports which meet the project outcome expectations of the client and are produced on time and in a format which enhances the clients understanding of the issues.
- To take responsibility ensuring the veracity of all material used as the evidence base for the project's conclusions.
- To prepare quickly, succinct and pertinent reports, summaries and overviews about trends, policies (actual or proposed), histories, controversies, plans, case histories, etc in the designated fields as required.

Business development and marketing

- To identify and follow through on opportunities to sell on additional services and support to existing clients.
- To build effective business development relationships with clients creating opportunities to share insights and materials developed by the company.
- To prepare client ready bids for new work including any background research required, the development of deployment schedules and project budgets.
- To proactively contribute to various proactive marketing approaches and profile raising.
- To ensure all bids for work if successful would be profitable and deliverable to the required quality standard within the timescales agreed.

Corporate responsibility

- To contribute to the ongoing development of the business through active participation in internal projects and events.
- To positively represent the company at external events and conferences, promoting the work of the company and seeking out new opportunities to expand our work.

4 Perspectives from the Consultant team



Joshua Butt, Consultant

The consultant role is a really interesting and important role at Cordis Bright, and also a lot of fun. We're involved in helping to make sure that projects are delivered on time and to the highest quality. That means working closely with the research team and with senior consultants to organise and conduct research, and to turn research findings into informative and useful reports for our clients. Consultants are also often the first point of contact for our clients, so there are opportunities to build really strong professional relationships with interesting stakeholders from across the sectors we work in - children's services, adult health and social care, and criminal justice services.

Since becoming a consultant at Cordis Bright I've worked on a wide range of projects, which makes the role really interesting. Projects vary in terms of size, subject matter and the nature of support we provide - for example, in the past year I've worked on large, multi-year, multi-site projects evaluating system change in health and social care; I've also helped to draft a business development strategy for an independent provider of support services for people with a learning disability or mental health condition. Whatever the project, we get great support from the rest of the team. Anyone who is interested in helping public service providers to deliver better services will find that there are plenty of opportunities to follow your interests, develop your skills and keep learning as a consultant at Cordis Bright.



Karen Tostee, Consultant

When reflecting on how best to describe my work as a Consultant at Cordis Bright, a couple of key elements sprung to mind.

The first is the variety. The work that falls under your remit as a Consultant at Cordis Bright is very varied. For example, in an evaluation project your role may entail: preparing the proposal and pulling together the project team; project management; leading the project launch meeting and revising initial project plans to meet clients' needs; running workshops with key stakeholders to develop an evaluation framework; working closely with the research team and the client to design research tools, evidence reviews and plan fieldwork; overseeing fieldwork and analysis; report-writing; delivering sense-testing workshops with key stakeholders and presenting the final findings to boards. The type of project that you work on also varies a lot. For example, recently I have worked on the evaluation of psychological therapy service for people with long term conditions, commissioned by a Clinical Commissioning Group; a victims needs assessment commissioned by a Police and Crime Commissioner's office; and a place-based strategy research project for a national charity.

The second element is the collaboration. For me, one of the best things about working at Cordis Bright is the collaborative ethos. Working as a Consultant, this collaboration takes several forms. Within the organisation, there is a lot of collaboration and team work between colleagues, with Researchers, Consultants and Senior Consultants sharing ideas, expertise and responsibilities within and across projects. This has given me the opportunity to learn a lot from my colleagues at all levels, and also helped me deliver far better outputs than would have been possible working on my own. The collaborative approach also extends beyond our own team to collaborate with clients, for example when designing the research questions and methodologies. I really enjoy having this opportunity to work closely with our clients. It makes for more satisfying work by helping us to produce the most rigorous analysis and useful information possible for our clients, and it has also enabled me to learn much more about our clients' sectors and the main issues they face.



Matt Irani, Senior Consultant, promoted from Consultant

Working as a Consultant at Cordis Bright means working with the wide range of skills and knowledge within the Cordis Bright team, as well as with our client base of diverse organisations and services, all with a common desire to improve outcomes for those they work with. This means that you are constantly learning on the job from people with a vast array of experience, making it a great environment for developing your own understanding of working in Cordis Bright's sectors, and your ability to draw on all manner of data and evidence to identify and communicate the key messages for our clients.

5 Person specification

The table below shows the knowledge, skills and experience that we are looking for in a candidate. In summary, we are looking for people with a strong interest in the delivery of public services. We are keen to ensure that our team reflects the diversity of backgrounds, genders, sexual orientations, ethnicities, experiences and viewpoints in our society today.

Academic requirements	Importance
Strong academic background from an excellent university (minimum 2:1 in first degree)	Essential
Masters level or other post-graduate qualification	Desirable
Academic background in the social sciences, economics or social policy	Desirable
Experience requirements	Importance
At least three years of work experience post-first degree	Essential
Substantive previous work experience within research or consultancy or an advisory role	Desirable
Experience of project management and project leadership	Essential
Experience of direct engagement with clients and other senior stakeholders in the delivery of products and services	Essential
Previous work experience within the fields of children's services, adults social care, health or criminal justice	Desirable
Skills and abilities requirements	Importance
Ability to demonstrate a versatile consultancy and research skill-set	Essential
Ability to manage and undertake qualitative <u>and</u> quantitative research	Essential
Confident and skilled in the use of Excel for analysis of quantitative data	Desirable
An active and demonstrable interest in public services	Essential
An active and demonstrable interest in the sectors in which Cordis Bright specialises	Essential
Strong verbal communication and presentation skills	Essential
Ability to write high quality, authoritative reports which meet the project outcome expectations of the client	Essential
Excellent time management and organisational skills with a consistent track record of meeting and exceeding deadlines	Essential

Strong and incisive analytical skills	Essential
Ability to project and matrix manage a number of projects simultaneously	Essential
Ability to plan, organise, write and deliver bids for work	Essential
Ability to build and sustain productive commercial relationships with clients	Essential
Attitude requirements	Importance
A proactive, self-motivated outlook and a commitment to delivering high quality outputs for clients	Essential
Strong self-starter with a high degree of initiative and personal responsibility	Essential
Well-rounded interpersonal skills	Essential
A strong commitment to the public sector and the provision of public services	Essential
The drive and capability to progress to a Senior Consultant role within Cordis Bright	Essential

We are looking for permanent Consultants to join our team. These are full-time (or part-time), salaried roles, based at our London office (although with the possibility of extensive travel for project purposes across England and Wales). They form a core part of the wider Cordis Bright team, helping to develop strategy and contribute to business development, as well as the delivery of projects.

6 Package

Benefit	Details
Salary	Consultant salaries are up to £40,000 per year dependent on experience.
Profit share	One third of profits are allocated to the bonus pool and allocated to all staff based on salary.
Holiday	Holiday entitlement starts at 20 days and rises to 25 days after two full years of service. We also close over the Christmas and New Year period which essentially adds another five days to your holiday entitlement.
Pension	Cordis Bright makes a contribution of 5% of gross salary to a pension scheme. From April 2019, employees will be required to contribute 2% of their salary in order to comply with national requirements in relation to workplace pensions. Employees also have access to a second Stakeholder Pension.
Other benefits	Other benefits include life assurance, enhanced sickness benefit, access to an independent financial adviser, childcare vouchers, and season ticket loan.
Location	Consultants tend to live within easy reach of our offices in London (23/24 Smithfield Street, London EC1A 9LF). This enables close liaison with other team members. We work across England and Wales so travel for project/client purposes is expected, but this work rarely involves long-term postings outside of London or within client-sites.

7 To apply

As part of our commitment to promoting diversity and equal opportunities we operate a blind candidate screening and shortlisting process. This involves ensuring that the candidate's name and any demographic information that can lead to (conscious or unconscious) bias is not seen by the shortlisting panel. With this aim in mind, please ensure you closely follow these instructions. Your application should consist of the following:

1. A completed application cover sheet (see separate document). This will ensure that we have your contact details. It will only be seen by our Office Manager (who is not involved in shortlisting) and will be separated from your CV and application letter before review.
2. A CV (two sides of A4 maximum) detailing your employment and education history to date. Please make sure your CV:
 - a. Contains a clear career timeline including periods when you were not in work or education.
 - b. Does not contain your name or any other demographic information such as address, gender identity, ethnicity, nationality, sexual orientation, or date of birth.
3. An application letter (two sides of A4 maximum) covering four main topics:
 - a. Why you would like to join Cordis Bright.
 - b. Why you feel you are best-suited to undertake the Consultant role.
 - c. Your project management and matrix management skills.
 - d. Your experience of analysis, generating insight, and writing reports.
 - e. Your business development and marketing skills.

Please ensure that your application letter does not contain your name or any other demographic information such as address, gender identity, ethnicity, nationality, sexual orientation, or date of birth.

Please include in the subject field of your email 'application for Consultant'.

Please send this to recruitment@cordisbright.co.uk by the deadline of noon on Monday, 24 June. We plan to hold formal panel interviews in London on Wednesday, 10 July.

Some other things you may need to know:

- We are committed to equal opportunities.
- We do not accept applications via employment agencies or head-hunters.

- We will consider part-time or job-share arrangements. If this is of interest please highlight this in your application.
- If successful, you will be asked to complete an enhanced Disclosure and Barring Service check.
- You must have the legal right to work in the UK as we are unable to sponsor work visas.

You may be aware that we are recruiting at two main positions, i.e. Consultant and Researcher. The job descriptions and person specifications give the best indication of how the roles differ and the skills, experience and understanding that are required for each. If, after reading these, you are still unsure which role you are best suited to, please apply for the one that is nearest your interests/capabilities but indicate in your covering letter your interest in being considered for the alternative role.