



## Person specifications

### Researcher

Academic Requirements	Importance
Strong academic background (minimum 2:1 in first degree)	<b>Essential</b>
Masters level or other post-graduate qualification	Desirable
Academic background in social science, social policy or economics	Desirable
Experience requirements	Importance
At least one year of work experience, ideally in (a) research or consultancy; or (b) project-based role; or (c) client-facing role	Desirable
At least one year of work experience in a sector in which Cordis Bright specialises	Desirable
Skills and abilities requirements	Importance
The drive and capability to progress to consultant role within Cordis Bright	<b>Essential</b>
A versatile research skill-set, able to undertake qualitative <u>and</u> quantitative research	<b>Essential</b>
Confident and skilled in the use of Excel for analysis of quantitative data	<b>Essential</b>
Previous experience of using SPSS, or similar statistical software packages, for social research	Desirable
Confident and skilled in the analysis of qualitative data	<b>Essential</b>
An active and demonstrable interest in the sectors in which Cordis Bright specialises	<b>Essential</b>
Strong communication skills, in particular report writing	<b>Essential</b>
Excellent time management and organisational skills	<b>Essential</b>
Well-rounded interpersonal and presentation skills	<b>Essential</b>
Strong analytical skills	<b>Essential</b>
Commercial and business acumen	<b>Essential</b>
Attitude requirements	Importance
Strong self-starter with a high degree of initiative and personal responsibility	<b>Essential</b>
A proactive, self-motivated outlook and a commitment to delivering high quality	<b>Essential</b>
A strong commitment to the public sector and the provision of public services	<b>Essential</b>
Cross-cutting competencies	Importance
See end of document	<b>Essential</b>



## Consultant

Academic requirements	Importance
Strong academic background (minimum 2:1 in first degree)	<b>Essential</b>
Masters level or other post-graduate qualification	Desirable
Academic background in the social sciences, economics or social policy	Desirable
Experience requirements	Importance
At least two years of work experience in (a) research or consultancy; or (b) project-based role; or (c) client-facing role; or (d) a sector within which Cordis Bright specialises	<b>Essential</b>
Previous work experience within research or consultancy or an advisory role	Desirable
Experience of project management (or evidence that project management skills could be rapidly acquired)	<b>Essential</b>
Experience of direct engagement with clients and other stakeholders in the delivery of products and services	<b>Essential</b>
Previous work experience within the fields of children's services, adult social care, health or criminal justice	Desirable
Skills and abilities requirements	Importance
Ability to acquire a versatile consultancy and research skill-set	<b>Essential</b>
Ability to manage and undertake qualitative <u>and</u> quantitative research	<b>Essential</b>
Confident and skilled in the use of Excel for analysis of quantitative data	Desirable
An active and demonstrable interest in public services, especially knowledge in those sectors that Cordis Bright specialises in	<b>Essential</b>
Strong inter-personal, communication and presentation skills	<b>Essential</b>
Ability to write high quality reports which meet the project outcome expectations of the client	<b>Essential</b>
Excellent time management and organisational skills with a consistent track record of meeting deadlines	<b>Essential</b>
Strong analytical skills	<b>Essential</b>
Ability to project and matrix manage a number of projects simultaneously	<b>Essential</b>
Ability to contribute to proposals and other business development activities	<b>Essential</b>
Ability to build and sustain productive relationships with clients	<b>Essential</b>



Ability to provide quality assurance of outputs produced by others in the team and provide constructive feedback	<b>Essential</b>
<b>Attitude requirements</b>	Importance
The drive and capability to progress to a Senior Consultant role within Cordis Bright	<b>Essential</b>
<b>Cross-cutting competencies</b>	Importance
See end of document	<b>Essential</b>



## Senior Consultant

Academic requirements	Importance
Strong academic background (minimum 2:1 in first degree) and/or strong professional practice qualifications in the sectors in which Cordis Bright specialises	<b>Essential</b>
Masters level or other post-graduate qualification	Desirable
Academic background in the social sciences, economics or social policy	Desirable
Experience requirements	Importance
Previous experience within research or consultancy and/or roles in change management or providing advice	<b>Essential</b>
Previous experience in the sectors in which Cordis Bright specialises	<b>Essential</b>
Previous experience in client-facing roles and/or stakeholder management	<b>Essential</b>
Experience of resolving problems independently	<b>Essential</b>
Experience of using analytical skills and sound experience of translating these into client insight at operational and strategic levels	<b>Essential</b>
Sound experience of project management	<b>Essential</b>
Sound experience of direct engagement with clients and other stakeholders in the delivery of products and services	<b>Essential</b>
Previous experience of managing and undertaking qualitative <u>and</u> quantitative research	<b>Essential</b>
Previous experience of proposal-writing, business development and/or business cases	Desirable
Previous experience of proactively building relationships with clients and potential clients	Desirable
Skills and abilities requirements	Importance
A versatile skill-set that is well-suited to consultancy and research	<b>Essential</b>
Ability to manage and undertake qualitative <u>and</u> quantitative research	<b>Essential</b>
Confident and skilled in the use of Excel for analysis of quantitative data	Desirable
Detailed knowledge and expertise in one or more of the sectors in which Cordis Bright specialises	<b>Essential</b>
Strong inter-personal, communication and presentation skills	<b>Essential</b>



Ability to write high quality, authoritative reports which meet the project outcome expectations and generates meaningful insight for the client	<b>Essential</b>
Excellent time management and organisational skills with a consistent track record of meeting deadlines	<b>Essential</b>
Strong analytical skills	<b>Essential</b>
Ability to project manage and matrix manage a number of projects simultaneously and the potential to take a project leadership role	<b>Essential</b>
Able to undertake, and skilled at, proposal-writing and other business development activities	<b>Essential</b>
Able to and skilled at building and sustaining productive relationships with clients	<b>Essential</b>
Able to and skilled at providing quality assurance of outputs produced by others in the team and providing constructive feedback	<b>Essential</b>
Able to guide and develop other members of staff to develop their knowledge, skills and behaviours	<b>Essential</b>
Ability to provide effective line management support to other members of staff	<b>Essential</b>
<b>Attitude requirements</b>	<b>Importance</b>
The drive and capability to progress to a Principal Consultant role within Cordis Bright	<b>Essential</b>
<b>Cross-cutting competencies</b>	<b>Importance</b>
See end of document	<b>Essential</b>



## Principal Consultant

Academic requirements	Importance
Strong academic background (minimum 2:1 in first degree) and/or strong professional practice qualifications or experience in the sectors in which Cordis Bright specialises	<b>Essential</b>
Masters level or other post-graduate qualification	Desirable
Academic background in the social sciences, economics or social policy	Desirable
Experience requirements	Importance
Substantial previous experience in the sectors in which Cordis Bright specialises	<b>Essential</b>
Substantial work experience within research or consultancy or an advisory role	<b>Essential</b>
Experience of solving complex and sensitive problems appropriately	<b>Essential</b>
Experience of providing high quality client insight at operational and strategic levels, and the ability to support others to develop their skills in this regard	<b>Essential</b>
Significant project management experience, and the ability to support others to develop their skills in this regard	<b>Essential</b>
Significant experience of direct engagement with clients and other stakeholders in the delivery of products and services. Able to challenge client assumptions and recommend alternative approaches	<b>Essential</b>
Significant experience of managing and undertaking qualitative <u>and</u> quantitative research	<b>Essential</b>
Strong track record of successful proposal-writing and business development	<b>Essential</b>
Strong track record of building commercially valuable relationships with clients and potential clients	Desirable
Skills and abilities requirements	Importance
A versatile consultancy and research skill-set	<b>Essential</b>
Confident and skilled in the use of Excel for analysis of quantitative data	Desirable
Well-regarded knowledge and expertise in one or more of the sectors in which Cordis Bright specialises	<b>Essential</b>
Strong inter-personal, communication and presentation skills	<b>Essential</b>



Ability to write high quality, authoritative reports which meet the project outcome expectations and generate meaningful insight and challenge for the client	<b>Essential</b>
Excellent time management and organisational skills with a consistent track record of meeting deadlines	<b>Essential</b>
Strong analytical skills	<b>Essential</b>
Able to lead a number of projects simultaneously, maintaining the confidence of the client and colleagues.	<b>Essential</b>
Skilled at providing quality assurance of outputs produced by others in the team and providing constructive feedback	<b>Essential</b>
Able to generate useful and significant contributions have capacity to improve the welfare, sustainability and growth of the organisation and the people within it.	<b>Essential</b>
Able to guide and develop other members of staff to develop their knowledge, skills and behaviours.	<b>Essential</b>
Ability to provide effective line management support to other members of staff	<b>Essential</b>
<b>Cross-cutting competencies</b>	<b>Importance</b>
See end of document	<b>Essential</b>



## Cross Cutting Competencies (all essential)

Cross Cutting Competencies (all essential, required for all roles)
<p>Able to demonstrate a strong focus on personal contribution and effectiveness. This is likely to include:</p>
<ul style="list-style-type: none"><li>• Suggest, and be open to and accepting of, feedback and improvement</li><li>• Approach activities with a positive 'can-do' attitude</li><li>• Take responsibility for initiating action or finding solutions to problems (covering personal and business targets), without waiting to be asked</li><li>• Demonstrate commitment to, and awareness of, the principles of equal opportunity</li><li>• Be flexible to ensure deadlines are met at busy times</li><li>• Ensure that the effort applied seeks to achieve maximum results</li><li>• Demonstrate good listening and questioning skills to fully understand company, project and client needs</li><li>• Resolve any problems promptly and honestly and respond in an appropriately flexible way</li></ul>
<p>Able to generate effective working relationships with colleagues and teamworking. This is likely to include:</p>
<ul style="list-style-type: none"><li>• Recognise colleagues' abilities and contribution, and value their achievements</li><li>• Involve colleagues in what you are doing and work closely with them</li><li>• Communicate regularly and clearly in all relevant directions</li><li>• Challenge and provide constructive feedback to colleagues to ensure they continuously develop and improve</li><li>• Grasp opportunities to learn from others, actively seeking information, help and advice</li><li>• Promote team working</li></ul>
<p>Demonstrate an ability to prioritise the wellbeing of the company and the people within it. This is likely to include:</p>
<ul style="list-style-type: none"><li>• Understand how your own actions affect other areas of the business and the people within it</li><li>• Act as a trusted ambassador for the business and contribute to the enhancement of the company's reputation and the people within it</li><li>• Consider business, commercial and individual factors in reaching decisions and solving problems</li><li>• Use materials and resource efficiently to avoid waste and minimise costs</li><li>• Constructively challenge current working practices and suggest alternatives</li></ul>