

ADViSER

Salary Group

Adviser

Why your role is important

The Adviser Role plays a critical role, responsible for helping businesses to do more and go further by providing advice across a range of business themes.

MAiN RESPONSiBiLiTiES AND KPi'S

- Always uphold the ART of UMi in all that you do.
- When you see an opportunity to do so, use your skill, experience, and personal characteristics to support projects and activities outside of your core role.
- Be an advocate of UMi through active involvement in promotional and marketing activity and through broader networking and introductions.
- Uphold our commitment to people, planet and profit by consistently operating to UMi's policies, standards and ethics.
- Understanding of a business and how finance fits with their growth plans, to understand the financial health, performance and potential of a business or project.
- Contribute to the delivery of public projects as required.
- The opportunity to undertake project management as required.
- Undertake business assessments, following UMi diagnostics across a range of business themes, e.g. finance, digital, productivity, supply chain, to develop action plans with the business and to develop projects to help UMi make decisions.
- Undertake assessments of a business' projects to inform decision making.
- Clear communication across all forms of communication and able to produce clear written reports and actions plans for clients.

THE ART OF UMi

Our values and beliefs

- **Adventurous** – our adventures take us far and wide – they're tough and exciting but we are fearless and open-minded about where they might lead.
- **Responsible** – we share a collective responsibility to each other, respect the world we live in, and we keep our promises.
- **Togetherness** - We can achieve more together than we can apart, and we know that businesses are more than just bricks and mortar or numbers on a spreadsheet – they're powered by people.

YOUR ROLE WITHIN UMi

- Team: Public Sector Services
- Your manager: Operations Manager – Advice
- Reports: None

THE ESSENTIAL THINGS YOU NEED

- Have a relevant qualification (SFEDI Level 7) or equivalent demonstrable experience in business advice or consultancy.
- A proven understanding of business, business themes and the challenges facing businesses who want to go further.
- Experience of using diagnostics and agreeing action plans with businesses.
- Be a great communicator verbally and in written form, able to understand and distil complex issues to present them simply.
- Experience of managing a case load of business clients.
- Experience of delivering exemplary customer service.

THE THINGS THAT ARE NICE TO HAVE

- Knowledge, experience, or qualifications in more focused/groups of specific business themes, for example general digital adoption by businesses, general sales and marketing, general business finance.
- Experience of public funding rules.
- Experience of UK Subsidy Control rules.
- Experience of using Microsoft Dynamics 365.