

## SPECIALIST ADVISER

<b>Salary Group</b>	Specialist Adviser
<b>Why your role is important</b>	Running a business can be a daunting task. Using your specialist knowledge and skills, you will help business leaders to identify what they need to do, how to do it and who can help them, which may be you or someone from UMi's network.

## MAIN RESPONSIBILITIES AND KPIS

- Always uphold the ART of UMi in all that you do and ensure full adherence to expected behaviours and conduct
- 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.
- Contribute to the delivery of public projects as required.
- Build and maintain a portfolio of commercial consultancy projects with businesses.
- Undertake project management as required.
- Maintain a network of stakeholders to support the growth of UMi's business.
- Undertake business assessments, following UMi's diagnostics across a range of business themes, eg finance, digital, productivity, supply chain to develop action plans with the business, develop projects to help UMi make decisions and where necessary, go deeper based on your specialism.
- You will have a deep business specialism, eg (but not exhaustive) as a finance specialist being able to undertake complex due diligence to assess a business' financial readiness, or a digital specialist with deep knowledge of cyber security, or in depth knowledge of supply chain development, etc.
- Identify and communicate new trends / developments within your specialist area and assess how these might impact UMi's business and as necessary lead any implementation activities.
- Undertake assessments of a business' projects to inform decision making.
- Able to produce clear written reports and actions plans for clients and communicate them clearly.

## 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: Advice / Public Sector Services
- Your Manager: Head of Public Sector Services / Programme Managers
- Reports: None (unless you are required to line manage colleagues)

### THE ESSENTIAL THINGS YOU NEED

- Have a relevant qualification (SFEDI Level 7) or equivalent demonstrable experience in business advice and consultancy.
- Demonstratable experience /a recognised expert in your specialism.
- Significant understanding of business, business themes and the challenges facing businesses who want to go further.
- Experience of using diagnostics, agreeing action plans and helping businesses to deliver their projects.
- 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.
- Experience of C-level suite engagement.
- Experience of UK Subsidy Control rules (if relevant for your specialism).

### 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 using Microsoft Dynamics 365.

**YOUR SIGNATURE**

**MANAGER'S SIGNATURE**