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| ADVISER |
| Salary Group | £25,000 - £36000 |
| 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. |

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| 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.
* 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.
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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.

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| YOUR ROLE WiTHiN UMi |
| * Team: Public Sector Services
* Your manager: Operations Manager – Advice
* Reports: 5 Advisers
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| THE ESSENTiAL THiNGS YOU NEED |
| * Have a relevant qualification (SFEDI Level 5) 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.
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| 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.
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| YOUR SiGNATURE |  |
| MANAGER’S SiGNATURE |  |