

Consultant / Senior Consultant – Job Pack

Overview

We are looking to recruit a Consultant / Senior Consultant to win and deliver research and evaluation projects, strengthening our quantitative analysis and advanced evaluation skills

Note:

We are seeking to recruit one candidate into either the role of Consultant or Senior Consultant, dependent on the candidate's experience. In this job pack we lay out the slight differences between the two roles and the differing salary bands. If you've any queries you'd like to make about either role prior to applying, please feel free to contact us. The contact details are provided at the end of this job pack.

About BOP

BOP Consulting is an international consultancy specialising in culture and the creative economy.

BOP delivers over 100 projects each year covering research and evaluation, strategy, buildings and placemaking. For over 20 years, BOP has partnered with cities, cultural organisations, and policymakers to reshape the way culture is experienced and delivered locally, nationally, and internationally.

BOP also founded and convenes the World Cities Culture Forum (WCCF) in partnership with the Mayor of London's Culture Team. WCCF is a network of over 35 cultural affairs departments and cultural sector leaders from cities around the globe collaborating on shared research and policy solutions.

We welcome applicants from all backgrounds. We want to make sure our workforce is diverse and representative of the communities we work with, and that our opportunities are open to all.

Our typical services and selection of our projects are on our website: www.bop.co.uk

The role of a Consultant / Senior Consultant at BOP

As a Consultant / Senior Consultant you will be expected to:

- Be the **intellectual lead** on projects and manage their successful delivery, continuing our reputation for high quality and robust analysis
- **Win work**, both by responding to tenders and in generating non tendered opportunities
- Provide **line management** support to 1-3 staff members and contribute to the development of the company as part of the senior team (Senior Consultant only).
- **Project manage** contracts, working closely with Project Directors, and continuing our reputation for high quality while maintaining profitable projects.
- **Client management**, including ensuring our clients are engaged in the consultancy process.
- **Contribute to the tendering** process (i.e. to bid writing and pitch preparations).
- Play a key part in (i) the continuous improvement and development of our existing methods; and (ii) the development of innovative ideas for new projects/ideas/markets.
- The role will require some travel, pandemic allowing.

- You will also be expected to undertake any reasonable duties as required by the Directors, for instance but not exclusively: project administration, contribute or have responsibilities in communications and marketing activities, or wider operational activities (e.g. knowledge management, cross-company projects etc.).

Our Consultants / Senior Consultants are often specialists in particular areas but will work across a breadth of projects. For this particular role the Consultant / Senior Consultant will be primarily involved in our work relating to evaluation – one of our key business areas.

Illustrative day in the life of a Consultant / Senior Consultant at BOP

- 30 min morning team meeting with team
- 45 min business development call with a client overseas to discuss potential work over the coming months
- 2-3 hours of analysis and reporting e.g. Value for Money analysis or quality assuring the thematic analysis of a series of interviews with beneficiaries or stakeholders
- 1 hour internal project team meeting to review progress, discuss approach, client comms and next steps
- 1hr reviewing an Invitation to Tender that has been received and mapping out an initial budget for the work
- 1 hr interviewing a consultee as part of a live project

Day-to-day the role can be quite varied with some days dedicated entirely to project work, some onsite with clients and others focussed on business development.

What we are looking for

Key requirements

Consultant

- 4+ years' work experience – either in a consultancy business or as a research manager / officer for government or a public body
- High level qualitative research and analysis skills. You must be able to use Excel for analysis and charting. You should have exceptional critical reasoning skills.
- Strong report writing skills. You must be able to write crisp business English.
- Strong understanding of evaluation theory and practice: You will have experience of: creating and testing Theories of Change and Logic Models and devising full Evaluation Frameworks; as well as understanding the principles of attribution and causality in the context of evaluation.

Senior Consultant

- 6+ years' work experience – either in a consultancy business or as a research manager / officer for government or a public body
- Strong quantitative research and analysis skills. You will have a good understanding of descriptive and inferential statistics and experience of applying them to primary and secondary data
- Excellent report writing skills. You must be able to write for a range of audiences and formats, and understand how to shape accessible yet rigorous, evidence-based reports and presentations
- Exceptional skills in evaluation theory, practice and strategy: You will have led the research design of both summative and formative evaluations, incorporating both impact and process evaluation components. These will include multi-project programme level evaluations. You will also have some experience of designing and embedding organisation-wide

evaluation strategies and frameworks. You will be skilled in a range of evaluation approaches (e.g. contribution analysis, VfM assessment, cost-benefit, methods of counterfactual assessment, quali-quant methods)

Desirable requirements (for Consultant / Senior Consultant role)

- A relevant (post-)graduate level qualification or equivalent.
- Experience in evaluation, impact studies, economic analysis, statistics or econometrics or other area related to the focus of our consultancy work.
- Languages: languages other than English are highly desirable. There is particular demand from our clients and in relation to our existing team for Spanish, Portuguese, Arabic, Mandarin or Welsh.

Knowledge of / expertise in, one or more is very desirable (for Consultant / Senior Consultant role)

- i) Innovation and R&D
- ii) Business support, skills and workforce development
- iii) Economic development / urban and regional development
- iv) Capital projects and physical regeneration

Personal attributes (for Consultant / Senior Consultant role)

- Passionate about your own personal growth.
- Detail focused with a belief in rigour and excellence.
- Client focused – engaged and responsive.
- Committed to progress and positive change in the sector.
- Well prepared, organised and efficient.
- Proactive and self-organising.

Role Details

- This role is offered on a full-time (37.5hrs pw) or part-time (30hrs pw), fixed term basis.
- We welcome applicants from across the UK (with options for working from home / flexi working- spreading 30hrs across 5 days). We are open to flexible working arrangements with staff across the company already working in a variety of ways. Please feel free to discuss this with us in advance of applying (see contact details below).
- Senior Consultants report to the Director, Research. Consultants generally report to a Senior Consultant.
- Salary range for the Consultant-level position is **£35,000 - £45,000 pa** and for the Senior Consultant-level position is **£45,000 - £55,000 pa**, depending on experience and expertise.

- 25 days holiday pro rata (including 5 days during the Christmas closure period).
- Start date - January 2021 (or as negotiated).

Applying for the role

- If you have any questions or to organise a discussion with one of our team about the role and working at BOP, please email kristina@bop.co.uk.
- To apply, please complete the application form which can be found [here](#). You will be asked to attach a CV within the process of filling out the form.
- The deadline for applications is midnight, **09 December 2020**.
- There will be two rounds of applications of interviews with the first round held via Zoom **16-18 December 2020** and the second **21-23 December 2020**.