

## Job Description

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**Job Title:** Assistant Consultant

**Salary:** £13,000 - £25,000 - Dependant on experience and qualifications

**Reports to:** Senior Consultant/Director

### Role of Inventures

Inventures is a leading healthcare development and professional services business with a specialist understanding of the healthcare system. We are industry experts in healthcare and capital planning, property and project management, working with over a quarter of the organisations within the NHS market at any given time.

### Purpose of Job

You will work as part of a property and project management professional team offering a range construction, property and strategic estates related management services to healthcare clients.

Working closely with other Inventures staff you will assist in the team with the implementation and provision of high quality consultancy advice and design solutions.

You will be expected to develop quickly so to begin to take additional responsibility for the management of all resources utilised in Inventures consultancy work.

### Key Responsibilities

- Contribute to the achievement of Inventures' overall business plan through fee earning to set annual targets. .
- Survey, collect and update various disparate information that allows for the accurate reporting of financial, statistical and other evaluations.
- Manage organise and update relevant data using database applications.
- Analyse and interpret financial and other estates based information that forms the basis of output reports.
- Communicate and provide customer focussed high quality services to all Inventures Clients.
- Engage with Inventures team to ensure expertise, knowledge and new services are promoted to all Inventures clients
- Interpret and implement instructions from Inventures project team and Clients.
- Arrange and participate in client meetings, conferences and other project team activities.
- Attend training to develop and build on knowledge and professional skills.
- Adhere to health and safety policy.



## Person Specification

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Attributes (Job Related)	Essential	Desirable	Methods of Assessment
<b>Qualifications</b>	Educated to degree level in a construction, property or other healthcare related qualification	Working towards corporate membership of a relevant professional institution	CV/ Certificates at interview
<b>Experience</b>	Experience of working in NHS , or construction related profession or in a consultancy environment	One years post graduate experience	CV/ References/ Interview
<b>Skills</b>	Excellent oral and written communication skills Nurate IT literate in Microsoft applications	Good presentation skills Project management skills Ability to work to tight deadlines.	Interview/ References
<b>Personal Qualities and Behaviours</b>	High degree of self motivation Ability to identify problems and work together as a team to find solutions Ability to get on with people		Interview/ References
<b>Other Factors</b>	Prepared to travel and work occasional out-of- office hours.	Current driving licence or working towards one.	Interview

