

Job Description

<i>Position:</i>	<i>Analyst/Consultant</i>
<i>Incumbent:</i>	n/a
<i>Location:</i>	Auckland
<i>Accountable to:</i>	Line Manager
<i>Purpose:</i>	Deliver high quality solutions that enable clients to gain valuable insights into and manage risks and opportunities.

Relationships:

- Clients
- Principals
- Project Director/Project Manager
- Subcontractors
- Regulatory authorities
- Other Navigatus staff

Authorities

- Prepare and deliver outputs in accordance with Navigatus and client quality systems.
- Liaise with existing and potential clients

Signed Consultant

Signed Line Manager

Date

Key Result Areas

Area	Tasks	Performance Indicators
<i>Professional Development</i>	<ul style="list-style-type: none"> • Self-development in skills required to deliver client solutions. • Develops consulting skills 	<ul style="list-style-type: none"> • Has identified areas of interest and is abreast of new developments in those areas • Participates in Navigatus training and self-development to develop consulting skills in selected areas (e.g. risk management concepts, customer service)
<i>Project Delivery</i>	<ul style="list-style-type: none"> • Deliver successful projects in accordance with agreed project plan 	<ul style="list-style-type: none"> • Project delivered in accordance with project plan, including quality assurance checks • Analysis is relevant, accurate, complete and tidy • Written outputs are clear and succinct • Outputs are visually attractive, and intuitive • Delivery to budgeted time and cost • Client satisfaction
<i>Financial</i>	<ul style="list-style-type: none"> • Maintain accurate time and cost records to enable effective and prompt invoicing of work 	<ul style="list-style-type: none"> • Time sheets are accurate and up to date (updated at least daily). • On average at least 30 hours per week charged to projects as recoverable hours, unless otherwise assigned
<i>Innovation</i>	<ul style="list-style-type: none"> • Supports innovation for new services that clients will value • Supports improvements to improve efficiency, and increase client satisfaction 	<ul style="list-style-type: none"> • Improvements and innovations suggested to the principals
<i>Business Development</i>	<ul style="list-style-type: none"> • Identifies and follows up prospects. • Assists with preparation of proposals to clients • Identifies business opportunities 	<ul style="list-style-type: none"> • Proposals submitted and won
<i>Productivity, Quality Systems & Client Satisfaction</i>	<ul style="list-style-type: none"> • Complies with Navigatus Quality Systems • Advocates and assists with improvements • Has high awareness of business risks to Navigatus and acts to minimise those risks • Excellent client relationships • Pitches in when required • Contributes to open, innovative and respectful culture 	<ul style="list-style-type: none"> • Work structured and filed as per QA system. • Project risks and opportunities identified at time of proposal and specific clauses put in to limit risk. To offer additional services and/or to bring in specialist skills as required • Reports, training and other services rated highly by clients and colleagues • Client satisfaction, client loyalty, inclination to recommend • Willingness to undertake any other duties as may reasonably be requested • Acts and behaves consistent with Navigatus values

Person Capability Specification

Introduction:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person specification describes the knowledge, skills and abilities of a person most likely to be competent in carrying out the functions of the role as described in the Job Description.

Personal Attributes:

- A team player
- Ability to work autonomously at times
- Relationship builder
- Honest, integrity and reliability
- Multi-tasking
- Client focused
- Ability to learn and apply knowledge
- Commitment to research and evidence-based initiatives
- Industrious
- Organised and efficient
- Self-motivated
- Adaptive and innovative
- Ability to communicate at all levels
- Good listener

Requirements:

- Driver's license
- Passport and ability to travel within New Zealand and overseas if required
- NZ Resident/Citizen or NZ Work Permit

Skills:

- Can research independently, assess and validate sources, and present succinct and logical results.
- Logical, disciplined and consistent approach to work.
- Advanced capability in structuring descriptions of problems and solutions.
- Good written and verbal communication skills.
- Delivers to time and budget.
- Maintains confidentiality regarding commercially sensitive information.
- Plans effectively, organise work, deal with competing demands.
- Takes responsibility for key activities on a day-to-day basis.
- Works constructively in a team to achieve results.
- Identifies and resolves potential issues early.
- Rapidly comes up to speed in unfamiliar industries and activities.