



POSITION DESCRIPTION

ANALYST / GRADUATE CONSULTANT

(The Faculty Management Consultants)

This is an exceptional role for an aspiring procurement professional to work in a highly respected strategic procurement consulting firm. Analysts/Graduate Consultant positions are in place as part of the talent development pool for more senior roles and to provide support for consulting, training and network projects.

THE COMPANY

The Faculty is a management consultancy with a special focus on optimising procurement strategy, processes and people for leading organisations. We provide consulting services, training and facilitate professional and personal development for clients through our highly regarded networking products.

We know and understand the full scope of procurement because it is our specialisation.

We are not theorists. We are practical and pragmatic realists, committed to delivering innovative, actionable and manageable solutions which produce results. We also know that the best way to achieve results, is by immersing ourselves in our clients' business and working alongside them as part of the team.

The Faculty consists of highly talented business and procurement professionals with global experience and blue chip company pedigrees. We offer a positive, energetic work environment with an emphasis on flexibility. We appreciate the creativity and talent of our team and strive to provide ongoing enrichment opportunities.

Our consulting professionals work with clients on opportunities across the full spectrum of procurement discipline. We help organisations identify, initiate and/or enhance activities that generate measurable value and help them stop doing things that are value destroying.

Our clients include an outstanding cross-section of global and regional industry leaders and government organisations. We are proud to have many long term clients who count on us to challenge their thinking and help enhance their performance.

From full end-to-end transformation to targeted improvement initiatives, we deliver differentiating process design and deployment solutions. Real success to us is the knowledge that the desired changes are truly embedded.

THE POSITION

Analysts/Graduate Consultants with The Faculty are responsible for supporting development and delivery of creative procurement solutions that relate to specific client needs or are for the purpose of enhancing the profession for a broader group of clients. The successful candidate will report to a Principal Consultant and work closely with clients and members of The Faculty staff.

The ongoing core accountabilities of the Analyst/Graduate Consultant are:

- Support consulting, training and/or network projects as assigned
- Work with clients under the direction of more senior consultants to understand their needs and identify opportunities for value creation
- Support the preparation of business proposals and client presentations
- Develop analysis and support development of strategy, plans, organisation and/or process design, and effective deployment solutions (communications, KPI development, education, training, etc.) to ensure achievement of agreed outcomes for clients.
- Contribute to embedding thought leadership as a discipline to consolidate The Faculty's unique value proposition
- Support the development of procurement related research and benchmarking that enhances The Faculty's competitive advantage and professional reputation
- Effectively support the management of client relationships so The Faculty is viewed as a preferred provider of strategic procurement consulting, training & networking services.
- Collaborate and cooperate with other members of The Faculty team to ensure consistent delivery of high quality work
- Achievement of internal KPIs as assigned
- Ensure process discipline requirements are met as related to client information, knowledge management and other areas as communicated by management
- Consistently demonstrate alignment with The Faculty's values

THE IDEAL CANDIDATE

The ideal candidate will be an aspiring member of the procurement profession with limited direct professional experience who is seeking an entry level role.

KEY COMPETENCIES

The ideal candidate will have the capability to demonstrate several key competencies.

Professional competence as demonstrated by:

- Influencing skills reflected by the ability to work effectively across a variety of clients showing a proactive approach to building client satisfaction and strong relationships
- Analytical & problem solving skills
- Strong verbal and written communication skills
- Ability to develop thought leadership in the areas of procurement strategy, operations, processes & systems and talent management
- Commercial acumen
- Ability to demonstrate delivery excellence (performance to goals/KPIs)

Personal competencies as demonstrated by:

- Presence and self-confidence.
- A communication style which positively impacts.
- A demonstrated passion for the job and stamina to keep working at a high pace.
- Flexibility & resilience
- Ability and willingness to challenge constructively and effectively.
- Unquestioned integrity.

EDUCATION & EXPERIENCE

- The ideal candidate will be a professional employed in a progressive corporation/organisation.
- Degree or equivalent required, MBA preferred (relevant experience will be considered)
- 0-2 years procurement and/or consulting experience

LOCATION

Melbourne or Sydney, Australia. The position will involve frequent domestic and occasional international travel and requires the selected candidate to work independently.