

JOB TITLE:	HCM Managing Consultant
ISSUE/DATE:	Version 1.0 20 December 2011
RESPONSIBLE TO:	Delivery Manager
JOB BAND:	2
OVERVIEW OF JOB:	Responsible for taking the lead consultant role in ensuring the successful implementation of Workday solutions for Kainos' clients. Works closely with client business teams and Kainos delivery teams in shaping and delivering solutions that are fit for purpose and commercially viable. Provides strong leadership within Kainos.
SUMMARY STATEMENT OF JOB:	<ul style="list-style-type: none"> ▪ Responsible for taking the lead consultant role in HCM assignments, and building trusted client relationships. ▪ Conducts discovery sessions with client to determine pain points and diagnose how Workday can provide value and the implementation can achieve ROI. ▪ Shapes and delivers major HCM engagements that are aimed at achieving demonstrable business benefit and achieve profit targets. ▪ Agrees objectives, outputs, milestones, timescale with client, together with associated contract and commercial terms. ▪ Document requirements, business processes, application configurations, testing plans and other artefacts to ensure shared understanding and facilitate knowledge transfer. ▪ Creates well structured & accurate deliverables and presents to client board level leading to acceptance of recommendations. ▪ Ensures that knowledge & experience is captured and disseminated at end of assignment. ▪ Maintains a current knowledge of HCM and provides appropriate thought leadership internally and to clients. ▪ Manages and motivates Kainos team members ensuring that all have clear objectives, receive regular feedback on performance, and have timely, honest project appraisals completed. ▪ Develops own internal and external networks, while recognising competitor strengths & weaknesses in relevant market areas. ▪ Identifies and takes appropriate action on opportunities to win business, including negotiating and closing at a senior client level. ▪ Develops new skills & services in relation to current & future market requirements. ▪ Takes responsibility for devising and costing viable, winning solutions, working closely with the Kainos sales and pre-sales teams. ▪ Contributes to and leads in the formation of offerings and products for existing markets and support entry into new markets.
LOCATION:	Based in a Kainos location but required to work on client site whenever appropriate.

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EXPERIENCE AND CAPABILITIES:	<ul style="list-style-type: none"> ▪ Minimum of 5 years consulting experience. ▪ In depth knowledge of Human Capital Management, with areas of expertise in at least three of the following functional areas: HCM business process, recruiting, absence management, compensation, performance management, benefits, payroll processing, general ledger, accounts payable, accounts receivable or procurement ▪ Experience of leading engagements for technology-enabled HR business solutions for clients ▪ Broad business & technology experience and a good awareness of industry trends and their potential impact on current & future business applications. ▪ Experience of creating and working to project plans and leading small teams together with handling change controls. ▪ Sound communication skills including ability to formally present to senior client and conference audiences. ▪ Strong commercial awareness and sound understanding of project and business dynamics. ▪ Strong ability to make sensible decisions under pressure taking a balanced view of client demands and Kainos commercials. ▪ Ability to motivate and inspire staff. ▪ Ability to recognise competitor strengths & weaknesses in specialist areas. ▪ Ability to work to tight deadlines & handle uncertainty.
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> ▪ Affable, credible and can communicate effectively with clients and colleagues, including formal presentations. ▪ Excellent interpersonal and negotiating skills. ▪ A good team player capable of delivering results in less than perfect circumstances. ▪ Mature non-confrontational style. ▪ Quality focused. ▪ An effective mentor and teacher ▪ Articulate, enthusiastic, responsible, logical and thorough. ▪ Visionary and entrepreneurial with a positive "can do" attitude towards the challenges facing Kainos and clients. ▪ Highly flexible (willingness to work away from home base).