

JOB TITLE:	HCM Senior Consultant
ISSUE/DATE:	Version 1.0 20 December 2011
RESPONSIBLE TO:	Managing Consultant / Project Manager
JOB BAND:	3
OVERVIEW OF JOB:	Responsible for taking a senior 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"> ▪ Consults with clients to design, build and deploy Workday HCM to meet their business needs. ▪ Consults with clients to maximize efficiency on broad range of operations, ranging from HR Strategy to process design to shared and self-service applications and enabling technologies. ▪ Works as part of a project team to deliver HCM engagements that are aimed at achieving demonstrable business benefit and achieve profit targets ▪ Takes responsibility for leading a team in Workday HCM implementations as required. ▪ Facilitates workshops/meetings to meet defined objectives. ▪ Performs requirements analysis to assess business needs against product functionality and designs product configuration approaches. ▪ Documents requirements, business processes, application configurations, testing plans and other artefacts to ensure shared understanding and facilitate knowledge transfer. ▪ Tracks issues and risks, communicates status and escalates concerns to project management. ▪ Builds open & trusted client relationships and is prepared to challenge the client appropriately. ▪ Recommends preferred approach to planning assignments and structuring deliverables. ▪ Identifies opportunities for additional business, prepares external customer proposals in own specialist areas, including production of viable estimates. ▪ Resolves client issues working at both business and technical level. ▪ Constructs & delivers presentations using structure & style appropriate to audience. ▪ Mentors less experienced team members and leads by example in both business and process aspects of the job. ▪ Is aware of client's business & external factors that influence it. ▪ Contributes to managing assignment commercials & contractals and delivers within assignment commercial constraints. ▪ Provides timely effective pre-sales support and solution development as required. ▪ Defines standards based on industry best practice and takes a lead role in improving the overall standard within the company.
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 3 years consulting experience. ▪ Broad based knowledge of Human Capital Management, with areas of expertise in at least two 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 designing and implementing 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 working to project plans and leading small teams. ▪ Strong presentation and communication skills ▪ Broad business & technology understanding and a good awareness of industry trends and their potential impact on current & future business applications. ▪ Experience of creating and working to project plans together with handling change controls. ▪ Sound ability to formally present to senior client audiences. ▪ Good commercial awareness and sound understanding of project and business dynamics. ▪ Ability to work to tight deadlines and make sensible decisions under pressure taking a balanced view of client demands and Kainos commercials. ▪ Ability to manage and motivate team members. ▪ Ability to recognise competitor capabilities in specialist areas. ▪ Ability to widen and maintain a network of external contacts. ▪ Ability to learn technology quickly through instruction and self-training
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> ▪ Affable, credible and can communicate effectively with clients and colleagues. ▪ Strong interpersonal and negotiating skills. ▪ Creative, articulate, enthusiastic, responsible, logical, thorough. ▪ A good team player capable of delivering results in less than perfect circumstances. ▪ Pragmatic, tolerant of ambiguity, willing to backtrack and seek multiple solutions. ▪ Quality focused ▪ Experience designing and implementing technology-enabled HR business solutions for clients ▪ Highly flexible (including willingness to work away from base). ▪ Visionary and entrepreneurial, with a positive “can do” attitude towards the commercial challenges facing Kainos and clients