

Consultant

Summary

A field-based consultant, with primary responsibility for supporting all activities relating to our 4cast software. Also, to support other DLA staff in general consultancy work.

It is assumed that the role will develop over time in response to the changing environment of Further Education and in line with the abilities and interests of the individual recruited to the role.

Key responsibilities

The following responsibilities reflect the initial requirements of the role:

- On and off-site implementation support for 4cast
- Build customer relationships (through regular on and off-site contact with 4cast users)
- Contribute to the further development of 4cast
- On and off-site demonstrations and selling of 4cast software
- Follow up enquiries, software registrations and demos relating to 4cast
- Pre-release testing of 4cast
- Ad hoc data analysis as required (e.g. interrogation of LARA, LIS export, 4cast export, etc.)

The following responsibilities reflect further areas into which the role may develop:

- On and off-site demonstrations and selling of SCORE and ADaM software
- Running best-practice workshops in the use of SCORE and ADaM
- Occasional interim management
- Other MIS / funding related consultancy as required (e.g. MIS reviews, pre-audit reviews, curriculum efficiency reviews, data health checks, etc.)
- Possible involvement in set-up and running of software user-groups
- Contributing to the further development of other DLA products and services
- Exploring new potential markets

Knowledge requirements

A good working knowledge of the following is an essential requirement of the role:

- MIS in FE
- Data requirements in FE
- Funding of FE
- Key external FE software (LIS, LARA, DSAT)
- Microsoft® Office applications (Access, Excel, Word)

Familiarity with DLA software (4cast, SCORE, ADaM) is desirable.

Personal requirements

The successful candidate will be a detail conscious, pro-active self-starter with excellent communication skills and the flexibility to travel extensively, staying away when necessary.

Rewards

A competitive package will be offered to attract the right candidate.

To apply please forward your C.V. together with a covering letter by email to jobs@drakelane.co.uk.