

## About Psysoft

Psysoft is an occupational psychology consultancy helping clients to recruit and develop talented people. We provide certification training in a range of online behavioural assessments and distribute them to hundreds of clients throughout Europe. We also provide digital learning and classroom training in a variety of areas including psychometric testing and emotional intelligence. We are a small niche player in the psychometrics world and embrace innovation, creativity and new technology.

## Consultant / Senior Consultant

We have a vacancy for an experienced occupational psychology consultant to take on a challenging role to support Psysoft's continued growth. The role includes a variety of activities including developing client relationships, designing and delivering digital learning solutions and running certification workshops. Key personal qualities include having a strong customer service mindset, being self-motivated and being comfortable with emerging technology.

**Location:** The role is office-based in Horsham, West Sussex but includes some opportunities for national and (occasional) international travel.

**Salary:** Competitive, dependent on experience

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## Job Description

### Client Projects

- Dealing with client enquiries and providing information about products and services
- Supporting new business development by preparing client proposals, meeting clients and developing solutions
- Managing client projects from initial consultation to implementation
- Developing and maintaining strong client relationships, understanding their needs and ensuring high levels of satisfaction

### Training

- Designing e-learning, webinar and classroom training for recruitment and people development, including product certification training and the development of self-development tools
- Implementing e-learning solutions
- Running Psysoft's webinar-based certification training
- Delivering the full range of Psysoft's classroom training courses and workshops, both public and in-house, including BPS Test User: Occupational, Ability & Personality training and EQ-i 2.0 & EQ 360 certification etc.
- Identifying opportunities for new training offerings and improvements to existing courses

## **Assessment**

- Undertaking assessment centre design, development and implementation
- Performing job analysis, competency framework design and data analysis for clients
- Managing ad-hoc client assessment and development projects
- Giving feedback (telephone or face to face) and writing reports

## **Marketing**

- Supporting Psysoft's marketing activities including:
    - the website, newsletters and flyers
    - social media
    - advertising
    - conferences, seminars and exhibitions
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## **Person Specification**

The ideal candidate will possess many of the following skills and personal characteristics.

### **Skills, experience and education**

- MSc Occupational Psychology
- Registered Occupational Psychologist (or eligible/working towards)
- A solid understanding of psychometrics, personality assessment and emotional intelligence
- BPS Test User: Occupational, Ability & Personality qualification
- Experience in e-learning authoring tools
- Highly developed facilitation skills and ability to deliver training and workshops
- Experience in webinar-based training
- Experience in account management and developing client relationships

### **Personal Characteristics**

- Socially confident, client-focused, good at building and maintaining client relationships
- Ambitious, competitive, conscientious, self-motivated and positive
- Creative, imaginative, intellectually curious
- Professional in behaviour and appearance, honest and a clear communicator
- Keen to accept responsibility and to grow and learn

**Last updated: 06 July 2018**