

**Senior Consultant**

<b>General</b>	<p>Reporting to Partner / Director or Principal Consultant. Person holding corporate membership of a professional body recognised by TfL and has the ability to demonstrate key involvement in delivering projects of high value and complexity.</p> <p>Responsible for all grades of consultants and support staff on behalf of the Director/Partner.</p>
<b>Typical Education /Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Hold appropriate professional qualifications applicable to the discipline commissioned to perform and/or corporate membership of a major institution.</li> <li>• Must have relevant work experience spanning several programmes / projects</li> <li>• The ability to demonstrate key involvement in delivering projects of high value and complexity.</li> <li>• Must have substantial transport experience and technical skills appropriate to the discipline.</li> <li>• Responsibility for project(s) and for supervision, control and development of junior personnel.</li> <li>• Significant management responsibility and direction within the organisation including client liaison, specialist skills or experience.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Deputise for the Partner/Director or Principal Consultant on all aspects of the Project.</li> <li>• Manage and control a team(s) of consultants effectively and in compliance with all relevant procedures, rules, regulations, standing orders and instructions and the adopted procurement method.</li> <li>• Communicate effectively with other members of the Project Team and with other TfL departments and external consultants and bodies where necessary.</li> <li>• Ensure that sufficient personnel are assigned for the commission and that they are suitably qualified and motivated to perform the duties allocated to them.</li> <li>• Supervise, control and develop personnel assigned</li> <li>• Ensure that the team's activities meet the objectives of the commission.</li> <li>• Comply with all the project's safety and quality assurance procedures and requirements and ensure that all team members do likewise.</li> <li>• Ensure that all appropriate training, both personal and that the team personnel, is undertaken.</li> </ul>

**Consultant**

<b>General</b>	Reporting to Principal Consultant / Senior Consultant. A person with the ability to assist in the management and control of a project team to ensure delivery of the required projects. Responsible for Junior Consultant / administration staff
<b>Typical Education /Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Hold appropriate professional qualifications applicable to the discipline commissioned to perform and/or corporate membership of a major institution.</li> <li>• Must have relevant work experience spanning several projects</li> <li>• Must have some transport experience and technical skills appropriate to the discipline.</li> <li>• Responsibility for project(s) and for supervision, control and development of junior personnel.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Deputise for the Principal Consultant/ Senior Consultant on all aspects of the project.</li> <li>• Assist in the management and control of a project team of consultants to ensure efficiency and compliance with all relevant procedures, rules, regulations, standing orders and instructions and the adopted procurement method.</li> <li>• Communicate effectively with other members of the Project Team and with other TfL departments and external consultants and bodies as necessary.</li> <li>• Supervise, control and develop personnel assigned.</li> <li>• Ensure that own and assigned personnel activities meet the objectives of the commission.</li> <li>• Comply with all safety and quality assurance requirements and ensure that all team personnel to likewise</li> <li>• Ensure that all appropriate training, both personal and that of assigned personnel, is undertaken.</li> </ul>

**Junior consultant**

<b>General</b>	Reporting to Senior Consultant/Consultant. A person with at least 1 to 5 years of relevant experience capable of working on some aspects of the delivery of the required project. Responsible for support staff.
<b>Typical Education /Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Must have relevant work experience in at least one completed project.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Consultant where appropriate.</li> <li>• Supervise the support staff assigned (if appropriate).</li> <li>• Work in compliance and ensure that all assigned personnel comply with all relevant procedures, rules, regulations, standing orders and instructions and the adopted procurement method.</li> <li>• Ensure that own and assigned personnel's activities meet the objectives of the commission.</li> <li>• Comply with all safety and quality assurance requirements and ensure that all assigned personnel do likewise.</li> <li>• Ensure that all appropriate personal training is undertaken.</li> </ul>