Job Description: Lead Consultant

Organisation: {Add company name}

Location: {Add geographical location}

Reports to: {Add/edit as required} Chief Information Officer

Supervises: {Add local information}

Working conditions: {Add/edit as required} Normal office hours and conditions with the possibility of working after office hours and on weekends as and when required

Last updated: {Add local information}

Job Summary

The Lead IT Consultant provides objective advice and assistance on the strategy, structure, management and operations of an organisation, in support of identified business purposes and objectives. They may focus on a specified business topic, such as new business ventures, cost reduction, mergers or product launches. Consultancy is usually contracted between a Consultancy provider and a client. There are many facets to the role, including software programming and the development of information systems design, system analysis and information business strategies.

{Add/edit local statement} e.g. The Lead IT Consultant is responsible for running a specific area of business activity, leveraging ICT and applying it to implement initiatives and/or solutions that deliver strategic objectives. The Consultant builds a relationship with stakeholders and clients: Provides advice, assistance and guidance in his/her area of specialisation. The Consultant manages projects through their planning, procurement, provision, delivery and maintenance cycle. The Consultant provides advice, assistance, and guidance in any area associated with the planning, procurement, provision, delivery, management, maintenance or effective use of information systems and their environments.

Main Duties

- Designs and implements business analysis strategy, policies and proposals. [2016.02]¹

¹https://www.mita.gov.mt/Standardsitalent/html/index1d9a.html?disciplineId=5c627c9b-ffc6-4add-ba80-8c41c1b70e94
- Design and implement business analysis strategy, policies and proposals

- **Designs and implements measures for business process review and evaluation.** [2025]²
  - Implement the infrastructure for business process design and improvement [2025.01]
  - Analyse information and develop infrastructure to support business process design and improvement activities [2025.02]
  - Manage the implementation of new business processes [2025.03]
  - Communicate business process design and improvement information [2025.04]

- **Designs and implements change management programmes where appropriate.** [2035]³
  - Identify change management opportunities and options [2035.01]
  - Design and implement change management plans [2035.02]
  - Manage change management programmes [2035.03]
  - Communicate change management plans and progress [2035.04]

- **Prepares and develops benefits and business case proposals for business change programmes.** [2055.01]⁴
  - Prepare and develop the benefits and business case proposal for a business change programme [2055.01]

- **Models, appraises and presents business/systems options for business improvement against identified technical or business problem scenarios.** [2066.01⁵, 2085⁶, 2095⁷]
  - Market and sell consultancy services to customers/clients [2066.01]
  - Define the scope of a business modelling assignment [2085.01]
  - Analyse and evaluate 'what if' scenarios [2085.02]
  - Develop potential solutions for business improvement [2085.03]
  - Develop data models of the proposed solutions [2085.04]
  - Document solutions and scenario models [2085.05]
  - Maintain enterprise wide as-is business models to perform scenario analysis and project prioritisation [2095.01]
  - Conduct enterprise capability analysis to identify capability gaps [2095.02]
  - Undertake feasibility studies [2095.03]
  - Define solution scope [2095.04]

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³ https://www.mita.gov.mt/Standardsitalent/html/indexb9c3.html?disciplineId=b152a9d8-ac57-45b0-8267-e1f9952bdef1
⁴ https://www.mita.gov.mt/Standardsitalent/html/indexb320.html?disciplineId=241f7750-3ac3-4ce1-9905-5f46cb54a6c6
⁷ https://www.mita.gov.mt/Standardsitalent/html/index515.html?disciplineId=64233759-0042-4004-b8bb-9fb100beec8c
- Prepare and communicate decision proposals [2095.05]

- Develops and manages stakeholder relations and communications. [2066.02]
  - Direct consultancy activities with customers/clients [2066.02]

- Translates business objectives into associated requirements. [2075.03]
  - Translate business objectives into associated requirements [2075.03]

- Leads the procurement process; managing the quality and effectiveness of services against agreed Service Level Agreements with 3rd party suppliers. [2066.03, 7115.01]
  - Manage the quality and effectiveness of the services provided by a consultancy provider/practice [2066.03]
  - Manage supplier management activities [7115.01]
  - Review management activities associated with both current and potential suppliers [7115.02]
  - Design and maintain procurement and supplier management procedures [7115.03]

- Defines and completes large-scale or complex IT projects to cost, timescale and quality following applicable standards and procedures for project management and reporting. [3015 – 3095]
  - The full suite of competency descriptors in the ‘IT Project Management’ discipline at level 5

- Provides advice, assistance and guidance to programme and project teams delivering new IT projects and effective management of installed IT systems. [3035.01]
  - Manage programme teams and progress of project or programme execution and control activities against plan [3035.01]

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- Analyses relationships between activities to enable the understanding of dependencies within organisations and supply chains. [7115.14]
  - Manage supplier management activities [7115.01]
  - Review management activities associated with both current and potential suppliers [7115.02]
  - Design and maintain procurement and supplier management procedures [7115.03]

In customer facing roles

- Ensures that high standards of customer service are provided, and maintained to the highest level possible. [0036.03.15]
  - Customer Service Management [0036.03]

{Add/edit local statement(s) as required}

- Manages customers’ IT environments and supports the integrity and availability of all production applications.

**Education, qualifications and experience required**

**Essential**

A first degree in ICT, or in a discipline relevant to the position with post-graduate certification in ICT

Ability to utilise proven and tested methodologies and technologies

5 years experience within the IT sector.

**Desirable**

Certification in Project Management Methodology and Techniques and/or consultancy accreditation

A post-graduate degree in Management or relevant area

3 years experience relevant to the business or IT domain

**Skills, Knowledge and Competencies required**

<table>
<thead>
<tr>
<th>IT Professional Competencies</th>
<th>Level</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change management</td>
<td>Senior Professional</td>
<td>2035</td>
</tr>
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</table>

15. https://www.mita.gov.mt/StandardsITalent/html/index8df0.html?disciplineId=22bb1b49-bad8-482b-9e40-3c7b0928bc05
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<thead>
<tr>
<th>Competency</th>
<th>Level</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business analysis</td>
<td>Lead Professional</td>
<td>2016</td>
</tr>
<tr>
<td>Business process design and improvement</td>
<td>Lead Professional</td>
<td>2026</td>
</tr>
<tr>
<td>Requirements engineering</td>
<td>Senior Professional</td>
<td>2075</td>
</tr>
<tr>
<td>Benefits realisation</td>
<td>Senior Professional</td>
<td>2055</td>
</tr>
<tr>
<td>Consultancy</td>
<td>Lead Professional</td>
<td>2066</td>
</tr>
<tr>
<td>Modelling business and data</td>
<td>Senior Professional</td>
<td>2085</td>
</tr>
<tr>
<td>Enterprise analysis</td>
<td>Senior Professional</td>
<td>2095</td>
</tr>
<tr>
<td>IT Project Management</td>
<td>Senior Professional</td>
<td>3015 – 95</td>
</tr>
<tr>
<td>Supplier management</td>
<td>Senior Professional</td>
<td>7115</td>
</tr>
<tr>
<td>Relationship management</td>
<td>Senior Professional</td>
<td>7135</td>
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</tbody>
</table>

**Transferable Competencies**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Level</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal competencies: Communications; Team working; Critical analysis and decision making; Creative thinking; Problem solving; Self development and English, Maths and IT user skills</td>
<td>Lead Professional</td>
<td>0016</td>
</tr>
<tr>
<td>Business competencies: Organisational awareness; IT awareness and impact; IT legal matters, ethics and professionalism</td>
<td>Senior Professional</td>
<td>0025</td>
</tr>
<tr>
<td>Leadership competencies: IT Strategy and governance; IT Quality management; Customer service management; IT Financial management; IT HR management; IT Risk management and Entrepreneurship</td>
<td>Senior Professional</td>
<td>0035</td>
</tr>
</tbody>
</table>