

## Assistant Business Psychologist Job Description

**Job Title:** Assistant Business Psychologist

**Hours:** Full Time

**Salary:** £20,000

**Start Date:** 7<sup>th</sup> May 2019 (date negotiable)

**Duration:** 1 year fixed term contract

**Reporting to:** Business Psychologist

### Overview

Impact – Psychology for Business are offering an Assistant Business Psychologist opportunity within a small and diverse team of talented occupational psychologists. We offer a highly personal service that allows businesses to work with the very best psychologists at a competitive price. With a values-based culture of high integrity and openness, the company develops long term and trusted relationships with their clients, helping them to grow, increase productivity and profit through: *assessing talent, developing leaders, coaching for success, team development, and organisational change.*

The Assistant Business Psychologist is responsible for providing an efficient and effective service to the consultancy and is involved in a wide variety of projects, supporting occupational psychologists to provide solutions to clients.

### Duties and Responsibilities

#### Project design and delivery support

- Research latest theory and practice in Occupational Psychology
- Assist Occupational Psychologists in consultancy projects under supervision
- Assist Occupational Psychologists in developing and maintaining strong client relationships
- Design and deliver bespoke training programmes and workshops
- Conduct statistical analysis on psychological research using Excel
- Design and deliver assessment centres, including administering, scoring, writing reports and feeding back results of psychometric and ability tests

#### Building and maintaining internal and client relationships

- Build relationships with existing and new clients
- Maintain a high level of confidentiality and discretion at all times
- Communicate with tact, understanding and discretion, with clients, when dealing with enquiries or complaints
- Communicate professionally and effectively with Managing Director, Senior Management and colleagues internally and in external organisations

#### Project Management

- Provide project support to Occupational Psychologists
- Be proactive in highlighting deadlines and chasing responses from clients
- Fulfilling administrative duties
- Update and manage office administration systems

## Marketing and Business Development

- Responsible for Impact's Twitter and Linked In accounts, ensuring these are updated on a regular basis
- Manage the production of the monthly newsletter, including writing articles
- Confident and willing to make contact with potential clients and work to develop the client base and the business
- Assist Occupational Psychologists to identify and pursue opportunities for business development
- Research marketing events and opportunities for Impact Consulting Psychologists
- Attend networking events and working with business development groups to raise the profile of the business

## Qualifications

- MSc in Occupational Psychology or equivalent
- Accredited undergraduate course with Graduate Basis for Registration (GBR)
- Qualified Test User in occupational personality and ability

## Skills and Experience

- Minimum of 1 year relevant work experience highly desirable
- Experience of a busy office environment (appointment making, diary management)
- Experience of team working
- Presentation and group facilitation skills
- Computer literate and good knowledge of Microsoft packages, Word, Power point, Outlook and Excel
- Excellent organisation skills
- Excellent written and verbal communication skills and ability to build interpersonal working relationships
- Ability to work on own initiative, working autonomously and innovatively
- Problem solving skills
- Excellent project management skills
- Ability to maintain a clear focus under pressure
- Ability to manage own workload and meet deadlines
- Experience using/managing social media sites such as Twitter and LinkedIn
- Motivated to achieve goals and targets
- Good command of the English language

Please note we operate a no smoking policy.