

## Assistant Business Psychologist Job Description

**Job Title:** Assistant Business Psychologist  
**Hours:** Full Time - 37.5 hrs per week  
**Salary:** £22,000 - £23,000 (dependent on experience)  
**Start Date:** ASAP (date negotiable)  
**Duration:** 1-year fixed term contract  
**Reporting to:** Business Psychologist

### Overview

Impact – Psychology for Business is 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 including supporting virtual facilitation
- 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
- Communicate with tact, understanding and discretion, with clients, when dealing with enquiries or complaints
- Communicate professionally and effectively with Chief Executive, Senior Management and colleagues internally and in external organisations
- Maintain a high level of confidentiality and discretion at all times

#### Project Management

- Provide project support to Occupational Psychologists
- Be proactive in highlighting deadlines and chasing responses from clients
- Fulfilling administrative duties as required by the team
- 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

## Experience of:

- Minimum of 1-year relevant work experience highly desirable
- A busy office environment (appointment making, diary management)
- Team working, building strong interpersonal working relationships
- Using/managing social media sites such as Twitter and LinkedIn
- Writing articles and reports

## Skills in:

- Presentation and group facilitation
- Computer literate and good knowledge of Microsoft packages, Word, Power Point, Outlook and Excel
- Organising and planning, managing to work at pace and to tight deadlines. Paying attention to detail is key.
- Written and verbal communication, having a good command of the English language including grammar and punctuation
- Using initiative, working autonomously and innovatively
- Problem solving and maintaining a clear focus under pressure
- Achieving goals and targets

## Values and approach

- Motivation for excellence
- Diversity and inclusion
- Integrity and respect for confidentiality
- Collaborative working

## Requirements

- Please note that we operate a non-smoker policy and as we are supporting staff with disabilities, we cannot accommodate a smoker on the office premises.
- Please note that you **must be eligible to work in the United Kingdom** in order to be considered for this role. **We are not able to sponsor any working visas!**