

Job Description – March 2018

INFORMATION SYSTEMS CONSULTANT

Henley Information Systems Limited is an independent consultancy which provides expert advice and support to companies using COINS software – the UK's leading software in the Construction and Housebuilding industry. Due to continued growth and an increased demand for their services, HISL are expanding their team of Information Systems Consultants which currently has over 50 years COINS experience.

JOB DESCRIPTION:

As an Information Systems Consultant you must be able to work independently and take ownership of project tasks, whilst also working alongside a wider team. Although it is not essential to have experience of working with COINS your CV must demonstrate previous experience of working with ERP systems in a project implementation or business consultancy role.

Your duties will include but not be limited to;

- Working with Client, COINS and internal teams to deliver new systems implementations or incremental improvements
- Deliver both high-level and detailed training to client teams and individuals, at all levels of their business
- Understand the client's business process requirements and configure COINS to support it, or challenge their way of working
- Produce quality documentation and communications material such as Operating Instructions, Design Documents, Project Activity Reports and slide packs
- Provide consultancy input into solving support issues with our 'Minder' clients
- Report to both Consultancy Manager but also work with the Project Manager(s) to agree scope and timescales as resource on their project team
- Work with a number of clients and project teams in parallel
- Manage your own diary, priorities and deadlines
- Travel to client sites when required, but also make use of remote conferencing tools to support clients
- Comply with internal process requirements e.g. completing timesheets, managing project information
- Take ownership of your personal development, making the most of learning opportunities and materials.

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PERSON SPECIFICATION:

In order to be considered for this position your CV must clearly demonstrate the following criteria:

Essential:

- Previous experience of working with ERP Systems in either a project implementation capacity or consultancy role
- Experience of managing and completing a project cycle
- Full and clean UK driving licence
- Previous experience of consulting or liaising with different contacts at varying levels of seniority
- Excellent interpersonal skills
- Able to attend customer sites across the UK, some will require staying away overnight.

Desirable:

- Educated to at least Degree level (candidates without a degree will be considered if they have relevant experience)
- Previous experience from either a Finance or construction background
- Technical or systems knowledge e.g. report writing, UNIX, connectivity
- Living within a commutable distance to Henley-on-Thames.