

Junior Assessment Consultant

Assessment

Hiring Manager: Tom Kelly

If you'd like to have a confidential conversation about this role,
please email tom.kelly@Penna.com



Penna

ABOUT THE ROLE

We're Penna. We help our clients find, excite and secure the right talent. We're also part of the Adecco group, one of the largest recruitment businesses in the world. The assessment team is key to the resourcing part of our business, creating selection and development solutions used by our clients and delivery colleagues. We work with a broad range of clients, from public sector to large scale commercial clients, which brings huge variety to the challenges we solve and projects we deliver.

We get involved in exciting projects like designing immersive virtual assessment centres, and creating innovative digital online tools. Being part of a large recruitment agency means we see how our work integrates into a comprehensive solution for our clients. Some of our best times are when we work with other Penna specialists all under one roof – whether that be our new offices near Liverpool St station, or working remotely, together. We have a great benefits package and a lively working environment.

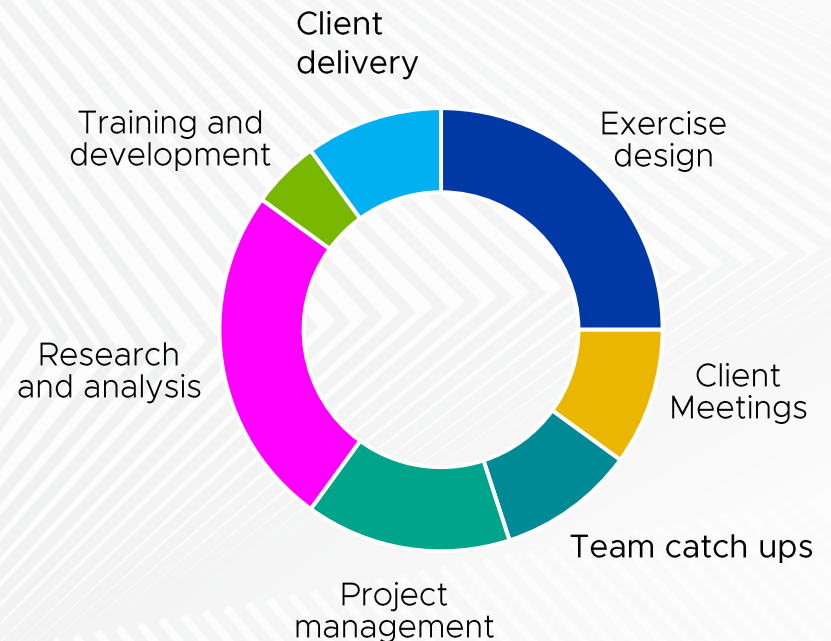
This is an excellent opportunity to develop your career in assessment following completion of your MSc in Occupational or Organisational Psychology. Joining our team of expert consultants and business psychologists based in London or from home, you will be working with our wide range of well-known clients and be involved in:

- Providing assessment design and delivery support to a broad cross-section of assessment and talent/development projects.
- Developing skills in assessment design including job analysis, exercise design, piloting and validation, working alongside more experienced colleagues in the Assessment and wider Penna teams.
- Taking responsibility for an ongoing major project including psychometric product reviews, statistical analysis and the liaison with global partners.

WHAT YOU'LL DO

- Supporting Consultants generally with the design of assessment tools and solutions
- Undertaking best practice research to underpin the design of assessment tools and solutions
- Using a variety of qualitative and quantitative research and job analysis techniques as appropriate
- Supporting the creation of pragmatic, robust, lean assessment processes that deliver a positive candidate experience in the most valid and efficient manner
- Contributing to large projects and supporting the work of the wider team, e.g. proof reading reports and contributing to project scoping
- Advising on and conducting psychometric testing and feedback (both ability and personality testing) in accordance with professional and ethical standards
- Undertaking evaluation and validation studies and provide recommendations for clients to continuously improve the solutions we provide
- Keeping abreast of developments in the occupational psychology landscape and updating the team on a regular basis
- Acting as an assessor to support the delivery of all stages of Penna recruitment campaigns

A typical week might be



KEY RELATIONSHIPS

PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Principal Assessment Consultant	Direct line manager
Head of Assessment and Associate Consultants	Assessment team
Managed Recruitment, Executive Search, Creative and Digital teams	Key internal relationships
Clients and suppliers	External relationships

PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

- MSc Occupational Psychology or Organisational Psychology or similar (can be subject to final dissertation)
- Demonstrable interest in assessment, recruitment, selection
- Working knowledge of SPSS (can be through degree research) and statistical analysis
- Must be resourceful and resilient, being highly flexible to adapt to changing work requirements and work in a fast-paced environment
- The confidence to work autonomously with a problem-solving mindset
- Positive, enthusiastic and team oriented
- Excellent oral and written communication skills including a focus on quality and attention to detail
- Eligible and prepared to undergo government security clearance checks at SC level.

PENNA BEHAVIOURS

All employees within Penna must demonstrate behaviours consistent with the corporate values; Accountable, Supportive, Collaborative and Inspiring as listed below:

<p>ACCOUNTABLE</p> <p>Does what they say they will do</p>	<ul style="list-style-type: none"> • Builds open, honest and realistic relationships with customers and colleagues • Reliable and acts with integrity • Determined and passionate about delivery the best • Accountable
<p>SUPPORTIVE</p> <p>Creates an environment where people can give of their best</p>	<ul style="list-style-type: none"> • Seeks to understand the needs and concerns of others • Creates a learning environment • Seeks feedback from other in order to learn and develop • Inspires others to achieve their goals
<p>COLLABORATIVE</p> <p>Works as part of one team</p>	<ul style="list-style-type: none"> • Pulls together to put the customer first • Support colleagues without waiting to be asked • Helps others succeed and celebrate their success • Actively looks to break down barriers and finds ways to work together
<p>INSPIRING</p> <p>Creates new possibilities</p>	<ul style="list-style-type: none"> • Comes to work to make a difference, sets high goals and gives 100% personal energy • Believes in what we do and demonstrates this through actions • Regularly challenges thinking and is open to new ideas and ways of working • Has ambition and confidence to do thinks in new ways and to create and deliver inspirational solutions