



Position description

Position Title: Senior Consultant, Business Services

Overview: The Senior Consultant, Business Services will gather and document business requirements, configuration designs, test plans and results, and other deliverables required to implement RPA solutions while mentoring Consultants on the team. As a business focused team member, they will develop expertise in design, implementation and training for RPA solutions.

Key Responsibilities:

- Gathers and documents business requirements, configuration designs, test plans and results, and other deliverables required by the project as determined by the Project Manager
- Provides business analysis and troubleshooting in requirements gathering, design, testing, implementation, and support of process automation solutions for the client's business needs
- Works with the client to identify and prioritize business functions and business processes to be evaluated as automation candidates
- Supports the client in process selection activities utilizing Machina's proprietary Machinability Factor tool
- Presents the automation solution to client users under supervision by project manager
- Constructs and tests RPA components using appropriate RPA technologies
- Serves as Subject Matter Expert on process automation solutions and business functions
- Keeps line manager and Project Manager informed regarding the status of assigned responsibilities
- Maintains 85% chargeability on client accounts
- Creates, maintains, and educates project team and client on RPA and industry best practices
- Validates that the designed solution will meet the client's business requirements
- Provides sales and pre-sales support through RFP/RFI responses, sales proposals and hands-on demonstrations as needed
- Provides guidance to more junior team members on specific required client deliverables
- Serves as a mentor and role model for the consulting staff
- Coordinates and conducts employee performance appraisals for consulting staff as appropriate

Qualifications:

- Bachelor's Degree in Finance, Accounting, Engineering, Economics, or a related IT field or equivalent experience in a related field
- Solid understanding of the energy business value chain in the energy
- Deep understanding of energy process life cycle
- *IIBA Certified Business Analysis Professional* or other BA certification is a plus
- Ability to work as part of a project team structure or independently as necessary
- Demonstrated capability to quickly learn new technologies and business functions
- Ability to work onsite at client locations

Skills:

- Experience gathering, documenting, and managing business requirements
- Experience implementing RPA solutions is a plus
- Strong client-facing skills
- Good interpersonal skills
- Good written and oral communication skills

Experience:

- 3-7 years of consulting or other relevant work experience
- 3-7 years of project implementation or custom solutions experience
- Experience with Robotic Process Automation is a plus

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.