
GRADUATE BUSINESS PSYCHOLOGIST

pcl opening
minds



PCL GRADUATE DEVELOPMENT PROGRAMME

What is the Graduate Development Programme?

PCL is committed to high quality psychometric assessment solutions for its clients, both bespoke and off the shelf. We work with clients globally to enhance their employee recruitment, development and engagement decisions, as well as to harness the power of their leaders.

Our Graduate Development Programme has been designed by PCL to expose Graduate Occupational Psychologists to a solid foundation of both application of psychometric assessments and delivery of client solutions.

At PCL we are committed to offering a consistent graduate placement experience in which:

- **The programme is tailored to allow the graduate to get the most out of the 1 year placement.**
- **There is clarity about the role that the graduate plays within the company and how they will be supported, supervised and mentored by our employees.**
- **The graduate will know what they will contribute and whether there are any job opportunities at the end of the placement.**
- **The graduate will be treated as an active member of staff.**
- **The graduate will be supported to learn and to develop a range of transferable skills, personal qualities and competencies which will contribute towards their success within the company and their future career.**
- **The graduate will receive continuous feedback about what went well and what areas need to be improved and, if possible, advice on how to do this.**
- **We will clearly explain to the graduate what our expectations are:**
 - **Show an interest in the company and the industry and make the most of the opportunity**
 - **Become an integral team member demonstrate a willingness to learn**
 - **Respect the values of the company, and abide by the rules**

Role overview

Key Responsibilities

- **The Graduate Business Psychologist will be required to fulfil the following duties across the 1-year programme:**
- **Professional services, including:**
 - **Delivery of our BPS TUA course, including training and marking assessment portfolios.**
 - **Assisting with the delivery of consultancy projects. This could include individual assessments for selection and development, report writing etc. Learning to deliver feedback on a range of psychometrics such as Risk Type Compass, EQi2.0, and the Hogan tools.**
 - **Assisting in the delivery of HCW, RTC, EQi, Profile: Match certification courses and webinars.**
- **Product development work:**
 - **Assisting with quality checks on any updates to our online assessment solutions.**
- **Customer support:**
 - **The graduate will be expected to familiarise themselves with all PCL products and services, their content and their prices, to provide knowledgeable customer support.**
- **Business development, including:**
 - **Enquiry handling**
 - **Helping other consultants to prepare proposals and presentation materials**
 - **Responding to client leads and enquiries**
 - **Meeting clients and delivering presentations**
 - **Creating marketing materials and assisting with event planning**

The role is initially based in Tunbridge Wells 5 days a week with potential to work from our London office, based on competency and business and individual needs, after six months.

Entry Requirements

Required:

- MSc in Organisational Psychology
- Familiar with Microsoft Word, Excel, Outlook Express, PowerPoint, SPSS

Desired:

- BPS TUA and TUP qualification
- Experience of office life and basic office procedures
- Qualifications in some or all of our assessment products (especially Hogan).

Recruitment:

- PCL recruits twice a year for this position with the aim of having 2 placements join the company within the year.
- Graduates apply for the role via LinkedIn or email.
- Successful candidates invited for an interview will complete the following assessments prior to the interview:
 - Hogan Assessments (HPI, HDS, MVPI)
 - Ability Tests
- Interviews are held by the MD and CEO.
- Placements will operate across each business area of the company.
- A line manager will be assigned who is relevant to the business area they are in.
- There will be regular feedback and development checks.
- The graduate will be provided with projects and increased responsibility.

How it works

The below structure is a suggested plan of development that may require flexibility based on PCL's business agenda and client needs at any given time.

There are 3 areas of business within PCL that each graduate will experience over the 1-year placement, which will allow them to take on different roles in each. Within each role rotation, a line manager will be assigned to oversee the work undertaken by the graduate. The business areas and roles are:

Business Area	Duration	Role
Front Office	2 months	Training Administration/ Customer Support Assistant
Business Development	4 months	Marketing Assistant / Research Communication
Training & Consultancy	6 months	Training Facilitator/ Consultant Psychologist in Training

The graduate will spend a specified amount of time in each role.

At the start of their new role, they will be given an induction which will be supported by their line manager.

Development

Over the year the graduate will receive ongoing training in all of PCL products, attend our public courses to gain certification in each tool, and shadow consultants while they deliver training and feedback sessions.

There will be the opportunity to build skills through assigned projects, knowledge, and experience through a mix of formal and on-the-job development, with the majority of the learning being derived from training and on-the-job experiences.

The graduate will also be expected to direct their own learning by seizing opportunities to expand on their knowledge of the wider business and markets within which we operate.

The graduate will receive feedback and have the opportunity to provide the company with feedback as well as given the opportunity to evaluate their own progress and development at regular intervals.

Mid Placement Review

A mid-placement review will be arranged. This will ensure that the graduate is working towards meeting their objectives and performing at the expected level that will make their placement successful. At this point, there may be scope for a transfer to our London office, based on competency and individual and business needs.

The End of the Placement

At the end of the placement, the graduate will have an End of Placement review. This review is a full debrief with the graduate looking at how they performed and what they have learned. This is also an opportunity for the graduate to provide us with feedback on their experience, particularly the areas they found enjoyable and the areas they didn't find as useful.

The graduate can apply for a permanent role within the final 2 months of their placement should there be a role available, with a view to starting the new role at the end of their placement

What to expect



Months 1-2 : Training Administration and Customer Support

Reporting to Office Manager and Business Support Administrator.

Responsible for the coordination of PCL's training courses and for customer support for PCL tools.

This includes:

- Booking delegates on to courses.
- Liaising with training venue provider.
- Helping delegates with technical queries regarding accessing pre-course and post-course modules and certificates.
- Printing and shipping course materials.
- Ensuring good-level stock of all training materials.
- Dealing with client queries via email and telephone.
- Processing assessment setups.

Months 3-6 : Marketing Assistant and Research Distribution

Reporting to Marketing Manager.

Supporting the work of the marketing manager on marketing campaigns and distributing PCL info, such as:

- Composing and posting online content on the company's website and social media accounts.
- Managing campaigns and automations through Salesforce.
- Updating PCL's website where relevant
- Assisting with promotional events hosted by PCL.
- Organising webinars for consultants to deliver
- Communicating research and psychometrics concepts to non-psychologists through blog posts and research project write-ups.

Also at this stage, attending psychometric certification courses - Hogan, Risk Type Compass, EQi2.0, BPS.





Months 7-12 : Training Facilitator & Consultant Psychologist in training

Reporting to Principal Psychologist.

Taking a key role in training our delegates through:

- Participating in delivering parts of certification courses - virtual and in person
- Evaluating and updating training materials
- Liaising with training delegates to offer post-course support and profile interpretations
- Bring in in-house deals and deliver in-house training



Becoming a crucial part of our consultancy team where you will:

- Attend Psychologist meetings
- Manage deals assigned to you
- Answer more customer queries on the tools
- Attend advanced certification courses and masterclasses
- Work with our MD and CEO to enhance your interpretation



Working with clients on key projects such as:

- Delivering one-one feedback sessions on assessment results
- Writing up bespoke reports
- Developing workshop materials
- Conducting debriefs with hiring managers



Salary: £24,000 p/a