**adaface**

# IT Consultant Job Description template

## IT Consultant Job Description Template/Brief

We are looking for an IT Consultant who will be in charge of assisting businesses and organisations in managing their technology use. This will include evaluating aspects of a company's computer systems such as cybersecurity, software performance, and data and analytics that can influence how our business can profit from the technology they utilise.

You will spend a significant amount of your time meeting with customers to discuss the next steps you will want to take in upgrading and maintaining technology and provide advice on whether new technical advances may help to success.

## IT Consultant Job Profile

IT consultants are generally hired to analyse and address a company's critical technological challenges. They recommend better software or hardware solutions for organisations based on their studies. This can include any number of solutions that assist optimise the flow of information throughout the organisation or systems that better organise data online to save on human labour.

These consultants frequently focus on solutions that lessen your workers' burden and instead increase their productivity towards the essential activities of your organisation. They are also called in to install cutting-edge equipment that is cost-effective for your company. These professionals then integrate and even manage these IT systems across all departments in a firm to simplify operations.

IT consultants can also specialise in cyber security. They perform periodic security checks and contribute to the network and data security. They may even teach your employees to combat cyber dangers such as phishing.

They are also quite beneficial for performing extensive data analysis. This aids in determining the most efficient method of collecting and analysing data from a company's clients. Then, IT specialists make this information easily accessible to your firm, especially when launching campaigns. IT Consultants also conduct critical risk assessments, keep paperwork, and present progress reports that may be utilised for corporate analysis.

## Reports To

- Tech Lead
- Chief Technology Officer

## IT Consultant Responsibilities

- Collaborate with customers to develop needs and define the scope of a project plan timeframes and resources
- Define a client's system needs, comprehend their work routines, and understand the nature of their business journey to customer locations
- Communicate with employees at all levels of a customer organisation
- Provide the software, hardware, and network requirements
- Analyse IT requirements inside organisations and provide unbiased and objective advice on IT use
- Create agreed-upon solutions and put new mechanisms in place
- Assistance with change management initiatives for clients
- Purchase systems as needed, develop, test, install, and monitor new systems
- Organise training for users and other consultants, develop documentation, and deliver progress reports to customers
- Participate in sales and support
- Maintain communication with customer organisations, find future clients, and create and manage connections

## IT Consultant Requirements & Skills

- A bachelor's degree in computer science, information systems, or a related discipline
- MBA education will be an advantage
- Skilled with database languages
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Innovative problem-solving abilities
- Mindset for analysis