

# TSI



## TRANSFORMATION CONSULTANT

**OPENINGS: Washington, DC / Washington Navy Yard and Pentagon**

**Experience Requirement: 5 to 10 Years**

**Degree Requirement: MA / MS / MBA / PhD or Equivalent**

**Security Clearance Requirement: DoD Secret**

## Transformation Systems, Inc.

### The Company

Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is an award-winning, woman-owned, small business headquartered in Arlington, Virginia. We consult to executives on strategy, applying industrial and systems engineering principles and practices to the realm of organization design. We are transformation coaches, advising and facilitating individual, group, and organization mission-focused results in commercial, government, and non-profit settings. Our team is comprised of highly motivated and insightful experts in the fields of engineering, psychology, business and evaluation. We are thought leaders with passion to make a difference. Since 2002, TSI has kept leaders in motion to transform their workplaces into leaner, faster, smarter and better organizations. TSI services include organizational change facilitation; strategic and implementation planning; process and results improvement; professional development training and leadership coaching; and organizational results measurement. TSI is based in Crystal City, Arlington, VA, with satellite offices in Warren MI, Stafford, VA, and Washington, DC. For more information about TSI, please visit [www.transformationsystems.com](http://www.transformationsystems.com).

### The Positions

TSI has multiple open *Transformation Consultant* positions in the Washington, DC area, with work locations at the Pentagon and the Washington Navy Yard. The *Transformation Consultant* plays a critical role within TSI which requires both consulting and change management skills. Successful *Transformation Consultants* collaborate with TSI staff and clients on multiple projects simultaneously, and they maintain a superior level of customer service quality and perform with impeccable professionalism. The work includes direct support of TSI clients' mission-focused results as well as design, development, and delivery of organizational change and improvement solutions.

*Transformation Consultants* participate in a dynamic team of innovative professionals who utilize leading edge approaches to deliver world-class workplace transformation solutions. Ours is a fast-paced environment appropriate for adaptable, entrepreneurial-minded individuals. *Transformation Consultants* are immersed in chaotic client environments with ambiguous, ill-defined problem sets and are expected to proceed with a high degree of independence, by diagnosing the situation and designing/implementing a constructive way ahead. Responsibilities include

- Developing and delivering high quality client project deliverables, including interviews and working meetings, small and large group facilitation, business process analysis and improvement, and multi-criteria decision support.
- Acting as an internal subject matter expert in your particular field, cross-training TSI team members on solutions and service offerings.
- Contributing to the on-going development of TSI solutions, intellectual property, and best practices by identifying new opportunities, collecting data, and developing TSI's body of knowledge.
- Representing TSI values and principles in all professional settings, managing time and projects, excelling at interface with company executive management, and assuming responsibility for assets provided by company to its mobile workforce.

Current open *Transformation Consultant* positions require experience in a DoD acquisition organization and at least working knowledge of DoD 5000.2 acquisition policies and processes. A proactive self-directed attitude and skills are required. Experience in Navy acquisition organizations is a strong plus. Experience in all aspects of developing, facilitating and executing a strategic management system drumbeat for client organizations is a strong plus. Prior human resources, human capital, and workforce analysis experience is a strong plus, as is executive management interface. Facilitators, Trainers, Organizational Psychologists, Executive Coaches, and Organizational Development professionals will be considered if their soft skills are balanced with analytical experience and background in math, statistics, engineering, process improvement, or project management.

### The Applicant

Ideal *Transformation Consultants* are creative and have strong interpersonal, analytical, and problem-solving skills. They excel at platform skills, facilitation delivery, executive interactions, and writing reports. Ideal candidates have relevant applied industrial and organizational psychology, industrial and systems engineering, and/or business administration experience and superior interpersonal and written communication skills as well as an ability to define problems and implement a complex deliverable. They enjoy participating in teams driven to achieve bold results, must be able to lead and to adapt to change, must work effectively with people from diverse backgrounds and cultures, and must be prepared to exemplify a strong customer focus. "Must-have" traits include an impeccable professional image, a fun outlook, and a commitment to achieve individual, team, and company goals. TSI has a mobile workforce, and all staff must be portable-office-savvy, able to manage independently PDA, computer connections, wireless, OS, file sharing, etc. to be effective.

### Business Values

- Commitment to quality products, service and attitude
- Polished, impeccable relationship management
- Attention to detail and perseverance to completion
- Customer delight through informed responsiveness
- Anticipating needs before being asked

- Ongoing professional self-improvement and continuous learning
- Honoring commitments and serving humbly

**Educational Requirements**

- Required: Master's Degree in Industrial/Organizational Psychology, Industrial/Systems Engineering, Business Administration, or a closely related analytical field; PhD is a plus.
- A certified Lean-Six Sigma Black Belt is a plus for certain positions, as are a PMI PMP certification, an IAF Certified Professional Facilitator designation, and an HCI Human Capital Strategist certification.
- Strong working knowledge of MS Office applications is required for all positions.

**Work Environment and Location**

- Fast-paced professional environment requiring business attire, neat / clean personal appearance, and collegial disposition.
- All positions will work primarily at TSI and client sites in Washington, DC near the Washington Navy Yard or the Pentagon. Work locations are at client offices, in TSI offices, and in outside business settings (meetings, off-sites, restaurants, trade shows, and industry events).

**Security Clearance**

U.S. Citizenship is required as a necessary precursor to obtain and maintain a Department of Defense Secret security clearance, which is required for continued employment. Candidates with current DoD Secret security clearances are preferred.

TSI is an equal opportunity employer, committed to developing a cadre of diverse professionals. If you are interested in becoming part of our team, please e-mail your resume to Altyn Clark, Chief Solutions Officer, at **JMM@transformationsystems.com**.