

Team & Role Context

Department: Data & AI Advisory **Prepared by:** Practice Head, Data & AI Advisory **Date:** Current onboarding planning cycle **Purpose:** Onboarding context for incoming Senior Data & AI Consultant

1. Team Structure

The Data & AI Advisory practice currently has 42 consultants across four sub-teams:

Sub-Team	Head Count	Focus
Data Strategy	12	Data governance, architecture advisory, operating model design
Applied AI	11	ML/AI solution delivery, LLM deployments, MLOps
Analytics & Insights	10	Dashboarding, advanced analytics, data storytelling for clients
Emerging Tech	9	Proof-of-concept builds, GenAI use case validation, innovation sprints

The new hire will sit within the **Applied AI** sub-team, reporting directly to the Practice Head. The sub-team operates in squads of 3–4 consultants per client engagement.

2. Current Engagement Pipeline

Engagement	Client Sector	Stage	Expected Duration	New Hire Involvement
Predictive maintenance platform	Manufacturing	Delivery (Month 4 of 6)	Through the current engagement window	Shadow from Week 3, potential workstream lead from Month 2
GenAI knowledge assistant pilot	Financial services	Scoping	Next multi-month delivery phase	Likely assigned as technical lead from Week 4
Customer insights data lake migration	Retail	Proposal	TBD	Not applicable initially

Practice Head note: "I want the new hire on the GenAI knowledge assistant from their first month. They have the LLM deployment experience we need and the client has specifically asked for senior AI capability. We can flex the timeline if onboarding takes longer than planned."

3. Key Contacts for Onboarding

Role	Department	Relevance
Practice Head	Data & AI Advisory	Direct manager, engagement staffing, performance reviews
Applied AI Sub-Team Lead	Data & AI Advisory	Day-to-day technical oversight, squad assignments
Talent Acquisition Lead	Talent Acquisition	Onboarding logistics, policy queries
HRIS Administrator	HR Systems	Systems access, equipment provisioning
L&D Manager	People Development	Learning budget, certification support, development planning

4. Role Expectations

First 30 Days

- Complete all mandatory compliance training
- Attend team orientation and practice-level all-hands
- Shadow at least one active client engagement
- Review Northbridge engineering standards and delivery playbook
- Set up development environment and gain access to internal code repositories

Days 31–60

- Take on a defined workstream on the predictive maintenance engagement or the GenAI pilot (depending on timing)
- Present a technical brown-bag session to the Applied AI sub-team on a topic from previous experience
- Complete Azure AI platform orientation (internal module, 8 hours)

Days 61–90

- Lead a client-facing workstream independently
 - Participate in at least one client proposal or scoping session
 - Complete 90-day check-in with Practice Head and file feedback summary
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5. Tools & Standards

Tool / Platform	Purpose	Access Status
Azure DevOps	Project management, CI/CD pipelines	Request via HRIS Administrator
Azure ML Studio	Model training and deployment	Practice Head to approve subscription access
Confluence	Internal knowledge base, engagement playbooks	Standard access
GitHub Enterprise	Code repositories	Request via HRIS Administrator
Power BI	Client-facing dashboards	Standard access

Note from HRIS Administrator (recent email): "Azure ML Studio access requires a separate approval from IT Security since the latest access review. Current turnaround is 5–8 business days once the request is submitted. The Practice Head should submit the request at least two weeks before the start date."

6. Known Gaps & Context

- 1. Engineering standards review:** The Practice Head has flagged that the current engineering standards document (last updated in a prior cycle) is under revision. The new hire should be given the existing version during Week 1 but told that a v2 is expected in the upcoming release window. Some teams have already adopted draft v2 practices informally.
- 2. Buddy assignment uncertainty:** The onboarding policy requires a buddy from outside the direct team, but the Practice Head has expressed a preference for assigning an Applied AI team member as an informal mentor instead. This has not been cleared with People & Culture.
- 3. Flexible working pattern:** The accepted offer specifies a minimum of 3 days per week in office or on client site. The Applied AI sub-team's current norm is 2 days in office, 1–2 days on client site, and 1–2 days remote. The Practice Head expects the new hire to follow the team norm, which effectively meets the policy minimum but may cause confusion if HR communications reference "3 days in office" without the "or client site" qualifier.
- 4. Learning budget timing:** The candidate's offer includes a £2,000 annual learning budget. The L&D Manager has confirmed that new hires joining mid-year receive a pro-rated budget. For a mid-year start, the available budget for the current plan year would be approximately £1,000. This detail was not communicated during the offer process and may require clarification during onboarding.