

POSITION DESCRIPTION

Position:	Principal Consultant
Reporting to:	Head of Business Group
Business group:	International/Social Impact/Sustainable Futures
Internal job grade:	6
Date created:	July 2024

1.1 Purpose of the position

To manage projects in specified business group through providing expert advice, implementing design, evaluation and measurement systems to impact positively on people, place and planet.

1.2 Key responsibilities

Project Delivery	Manage and lead complex projects including evaluations, co-design processes, design methodologies and facilitate collaborative processes, providing direction to Senior Consultants and Consultants and managing stakeholder relationships to ensure projects are delivered to a high standard and deliver on client expectations.
Business Development	Participate and drive business development activities including building relationships with clients, developing proposals and seeking opportunities for partnerships to build a profitable and sustainable business.
Client Relationship Management	Develop and maintain ongoing client relationships, including managing complex stakeholder engagements, in order to meet the needs of the client and impact positively on their business.
Expertise Development	Build and develop knowledge and expertise in sector through attending events, networking with clients and reading relevant information to stay abreast of the sector and ensure Clear Horizon is at the leading edge of innovation.
Financial Management	Contribute to the profitability of projects through setting targets and accurate pricing of projects to ensure the business group maintains its profit margin.
People Management	Manage, motivate and develop a team of consultants in order to build capability and create a positive culture so the team can deliver results in a collaborative manner.

Project Management	Manage end to end delivery of large, complex projects (e.g. \$100K value) from overseeing the proposal submission and managing milestones so that key deliverables are met and project is delivered within scope.
Knowledge building	Develop and codify Clear Horizon's unique approach to measurement, evaluation and learning through developing material and reviewing material developed by Clear Horizon to ensure the company continues to evolve and develop in its field.

1.3 Key Performance Indicators

- Utilisation rate
- Projects delivered on time and to scope
- Quality of proposals and projects
- Client satisfaction

1.4 Behaviours

- Teamwork
- Relationship Building
- Achievement Orientation
- Concern for Quality
- Conceptual Thinking

1.5 Working relationships

Internal	External
Head of Business Group	Clients
Direct Reports	
Consulting team	

1.6 Qualifications

- Graduate qualifications in an area related to Clear Horizon services
- Post-Graduate qualifications in evaluation or design or relevant subject

1.7 Experience

- Minimum 5 years in a senior consultant and/or management role
- Experience in Government, evaluation, consulting or similar field
- In-depth understanding of and extensive experience in participatory processes applied in the design and delivery of social innovation processes and MEL services including:
 - Design and delivery of complex evaluation involving mixed methods
 - The development of measurement, evaluation and learning plans/strategies and frameworks
 - Program logic/theory of change processes (experience of human-centred design processes is also highly desirable)
- Demonstrated experience in collaborative stakeholder engagement processes, and comfort in facilitating large group workshops.
- Significant cross-sectoral experience, an in working with Australian state and/or federal government and non-government organisations.
- Demonstrated project management skills, the ability to work both autonomously, as part of a team, prioritize workload, and work to timelines.