

POSITION DESCRIPTION

Position:	Senior Consultant
Reporting to:	Head of Business Group/Principal Consultant
Business group:	International/Social Impact/Sustainable Futures
Internal job grade:	5
Date created:	July 2024

1.1 Purpose of the position

To manage small 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 small projects including evaluations, co-design processes, design methodologies and facilitate collaborative processes, building stakeholder relationships to ensure projects are delivered to a high standard and deliver on client expectations.
Project Management	Manage end to end delivery of medium sized projects (e.g. \$50K - \$100K value) from managing the proposal submission, delivering against milestones and tracking the project budget so that key deliverables are met and project is delivered within scope.
Business Development	Participate in business development activities including building relationships with clients, developing proposals and identifying further business opportunities to build a profitable and sustainable business.
Client Relationship Management	Build and maintain strong client relationships through the ongoing delivery of projects and act as the key client contact on medium sized projects, building an understanding of client needs and delivering outcomes that meet or exceed their requirements.
Expertise Development	Build relevant knowledge and expertise in sector through attending events, reading and engaging with colleagues, to develop greater understanding of clients and their environment and stay up to date with the sector.
Knowledge Building	Contribute to the codification of Clear Horizon's unique approach to measurement, evaluation and learning, including input into practice notes, training material, and communities of practice in these approaches to ensure ongoing development of knowledge and material.

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

Head of Business Group

Consulting team

External

Clients

1.6 Qualifications

- Undergraduate qualifications in an area related to Clear Horizon services
- Post-graduate qualification in evaluation or relevant research subject

1.7 Experience

- At least 5 years' experience working as an evaluator.
- At least 2 years' experience working in a consultancy role, including a demonstrated ability to write successful proposals and excellent reports
- Understanding and experience in summative, formative and developmental evaluation including program logic/theory of change processes, design and delivery of evaluations involving both qualitative and quantitative data, development of measurement, evaluation and learning (MEL) plans and frameworks
- Demonstrated experience in collaborative stakeholder engagement processes, and comfort in facilitating workshops face-to-face and online.
- Cross-sectoral experience, an in working with Australian state and/or federal government, or in an international setting and/or non-government organisations.