

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Senior Consultant
<b>EMPLOYMENT TYPE:</b>	Full time
<b>LOCATION:</b>	Flexible – Home plus Inside Policy’s Sydney Office
<b>SUPERVISOR/MANAGER:</b>	Manager
<b>MAIN DUTIES/RESPONSIBILITIES:</b>	

Inside Policy is a privately-owned social and economic policy advisory firm. Established in 2014 by founder, Natalie Walker, Inside Policy is a trusted partner to governments in delivering social research, consultation, policy reform and evaluation projects in the policy areas of family/domestic violence, child and family services, justice, social impact investment and Indigenous economic development.

Insiders (i.e. Inside Policy team members) are committed to making our nation a better place for Australia’s most vulnerable populations by providing evidence-informed and credible policy advice.

Inside Policy is a dynamic, purpose-driven organisation which does high quality work for our clients in a fast-paced environment. To enable this, we support all Insiders through our annual growth process – *Inside Up*, by having flexible work arrangements, by supporting financially and experientially a range of learning experiences to help team members achieve their goals, and by ensuring team members are applying their areas of strengths while building new expertise.

The Senior Consultant will play a key role in delivering projects, working closely with Managers and clients to achieve high-quality outcomes required within tight deadlines. Successful Senior Consultants will have strong experience in social policy research and evaluation methodologies, and demonstrable field experience.

The Senior Consultant will achieve this by:

- Working closely with Managers and Directors to draft proposals, and lead the drafting of proposals where workload permits.
- Working closely with the Manager to develop realistic project plans to deliver high quality client work.
- Leading research and strategic policy project work within agreed project plans, including the development of findings, strategic insights and writing reports.
- Leading the production of project-related activities such as surveys, literature reviews, qualitative and quantitative data analysis.
- Facilitating workshops and other consultation activities.
- Reporting and liaising on project progress with staff and clients.
- Proactively identifying opportunities to improve project outcomes and attract new clients.
- Provide line management to junior staff, as required.
- Other tasks as directed by supervisor as required from time-to-time.

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### SKILLS & EXPERIENCE

- Minimum of three years’ experience working in a similar role.
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- Policy, program or service delivery experience in family violence, Indigenous economic development and / or disability services.
  - Advanced verbal and written communication.
  - Organised and able to meet deadlines.
  - Self-starting, independent thinker.
  - Ability to work autonomously and in a team.
  - Ability to apply a variety of analytical frameworks, models and techniques to projects when required.
  - Skilled at stakeholder engagement and client relationship management.
  - Demonstrated capability to maintain professionalism and integrity.
  - Ability to quickly acquire new knowledge across a range of policy areas.
  - Advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook).

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#### **QUALIFICATIONS**

Bachelor's degree or higher.

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#### **PERFORMANCE GOALS**

- Delivery of high-quality project work on time and within budget.
- Complete administration tasks on time.
- Deal with clients, suppliers and team members professionally at all times.

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#### **OTHER INFORMATION**

Aboriginal and Torres Strait Islander people are encouraged to apply.

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## OUR VALUES

### **Curiosity – Insiders have a strong desire to know and learn.**

Developing valuable insight for our clients is our secret sauce. Having the desire to learn new methods, deeply understand our clients and their stakeholders, policy trends, developments in government, way of working and translating all of this into practice helps us stay on the cutting edge of insight.

### **Reflection – Insiders dedicate time to deep thought and consideration.**

At an individual level, reflection – especially critical reflection – helps us perform and grow. At a team level, it helps us work together better and collectively solve complex problems. At a project level, critical reflection helps us to design approaches and insights that are particular to the project.

### **Quality – Insiders constantly pursue a higher standard of performance and output.**

Being the best at being better is critical for developing unique policy insight that changes the world. For our work to be persuasive to us, our stakeholders and our clients it must be well-presented, defensible, robust and evidence informed.

### **Pragmatism – Insiders constantly assess the fairness and practical application of their advice.**

We work in a complex, ambiguous, ever changing environment with competing interests and constraints. Therefore, to be relevant and useful, our preferred ways of working at Inside Policy and with our clients must recognise these competing, complex requirements to ensure our work and advice is fair and practical.

### **Responsibility – Insiders have a strong sense of duty for the contribution they can make to our world and what they are to achieve in their role, their projects, as a team member and as a community member.**

We must all do what is expected and required of us in order for individuals, teams and the company to succeed. We also recognise that our advice on complex social policy matters often impacts the most vulnerable in our community, because of this and our deep care for our world, we must exercise this role judiciously.

### **Trust – Insiders are reliable, credible and engaging.**

Trust in each other is what creates teams. A client's trust in our advice is what gives us influence. A stakeholder's trust in our work gives us access.