

# Position description

Position title	: Consultant
Reports to	: Manager or Principal Consulting
Employment type	: Permanent, Full-time
Location	: Perth
No. of direct reports	: None
Date	: August 2024
Approved by	: Executive Director Consulting

## The operating environment

### SVA overview

Social Ventures Australia (SVA) is a not-for-profit organisation that works with partners to alleviate disadvantage – towards an Australia where all people and communities thrive.

We influence systems to deliver better social outcomes for people by learning about what works in communities, helping organisations be more effective, sharing our perspectives and advocating for change.

### SVA Values

As a purpose-driven organisation, our values guide who we are, how we work and the decisions we make.



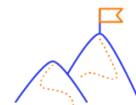
People at the centre



Difference gives us strength



Open and ready to learn



Real change takes time

Learn more about SVA's values [here](#).

## First Nations Practice Principles

SVA is committed to providing a culturally safe workplace for all our First Nations employees, partners and clients. We commit that our work with First Nations peoples is aligned with our First Nations Practice Principles set out below.



Learn more about SVA's First Nations Practice Principles [here](#).

## Team overview

Our [Consulting team](#) works exclusively on for-purpose projects that strengthen the social sector and have a positive impact on people and communities. SVA pioneered social sector consulting in Australia and in the past 15 years, the team has worked with hundreds of clients to deliver high impact projects. Our clients include non-profits, ACCO's, social enterprises, land councils, governments, philanthropic organisations and corporates pursuing social change.

Our projects generally fall into one of five service offerings:

- Strategy – helping organisations to determine their purpose and how they can best achieve it.
- Outcomes Management – supporting organisations to understand the changes they want to create and how to measure if they are achieving it.
- Collaboration and Partnerships – supporting clients to identify partnership and collaboration opportunities to increase their impact.
- Organisational Effectiveness – helping clients to operate more effectively to ensure they are set up to achieve their goals.
- Program Design – helping clients to develop effective programs that achieve the desired outcomes for participants.

We work across a broad range of issues including disability, education, employment, financial wellbeing, family violence, health, housing, mental health, and regional development, and with people experiencing vulnerability including children and families, First Nations people, migrants and refugees and older Australians.

[Our team](#) of approximately 50 people is based in Sydney, Melbourne, Perth, Darwin and Brisbane.

## Position purpose

Working in teams, Consultants lead and/or contribute to problem-solving, analysis, project and client management work as part of a broader project team, either under direct supervision of a Director or Principal, or working independently with guidance from more senior team members as required. Some projects may require oversight of the work of Analysts.



Typical client projects last between three to six months. Consultants generally work across multiple projects at a time and may take on different roles in each depending on the project and composition of the team.

Outside of client projects, Consultants contribute to business development and thought leadership, developing proposals for potential clients, and sharing knowledge and expertise with the team and external stakeholders.

## Position responsibilities

Specific responsibilities include:

- As part of a team, break down and understand a client problem to work out how the team will deliver the project to meet the clients' needs
- Data modelling and analyses, such as developing a financial model or financial projection (generally in MS Excel).
- Prepare clear and compelling reports and presentation materials (generally in MS PowerPoint and MS Word).
- Conduct quantitative and qualitative research and analysis through desktop research and interviews with client staff, client beneficiaries and experts in the field.
- Develop and manage a workplan (or component of an assigned work plan) for the project to ensure the highest quality data-driven analyses and client interactions.
- Complete project administration activities such as maintaining Salesforce data for client projects.
- Facilitate and present analysis and findings in meetings and workshops.
- Work with clients to implement recommendations.
- Capture and share knowledge from client projects both internally and externally.

## Special requirements

Interstate and travel to remote locations may be required.

## Person requirements

To effectively perform this position, the person will require the following:

### Knowledge

- Demonstrated knowledge, passion and commitment to working in the social sector and on society's most important challenges.

### Experience

- Minimum of four years of demonstrable recent experience working within a problem-solving role (e.g. consulting, social sector, government, law, finance, business or other roles where you can demonstrate your transferable experience).
- Experience working in management/strategy consulting at an established firm for a minimum of two years is highly desirable.

### Social Ventures Australia Limited

Gadigal, Suite 5.02, Level 5, 309 Kent St, Sydney NSW 2000 | ABN 94 100 487 572 | AFSL 428 865

[info@socialventures.org.au](mailto:info@socialventures.org.au) | [socialventures.org.au](http://socialventures.org.au) | @Social\_Ventures



## **Qualifications**

- Bachelor's Degree with a strong academic record in a relevant field. Our interdisciplinary team come from a variety of degree backgrounds, especially programs with a strong focus on problem-solving such as law, business, policy and engineering.

## **Skills & Abilities**

### **Analysis and Problem Solving**

- Ability to identify the core client problem to be solved, disaggregate the problem into the key issues to be addressed, and develop hypotheses against these issues.
- Ability to structure a workplan, and design and execute analysis to test hypotheses while maintaining focus on the most critical issues.
- Ability to make clear recommendations based on insights gained through development of a strong fact base and analyses.
- Demonstrated capability applying frameworks to structure and push thinking as well as to develop new approaches to complex problems.
- Creativity in problem solving to test thinking and to provide rigor in areas where evidence is hard to obtain.
- Understand or have the ability to develop cultural strengths and knowledge of specific cultural groups, such as First Nations peoples, and utilise this knowledge to develop hypotheses in problem solving.

### **Communication**

- Strong communicator - both verbal and written, enabling succinct and compelling presentations to clients with a logical storyline and clear recommendations.
- Sensitive to engaging clients in challenging situations with empathy and respect.
- Comfortable providing feedback and actively seeks feedback from others on how to improve performance.

### **Project Management**

- Ability to plan and project manage entire client projects or a component of a client project.
- Ability to meet deadlines, often within very tight timeframes and the flexibility to adjust plans and deliverables based on client requests.
- Confidence to pro-actively look for better ways of working and to seek additional resources when required.

### **Research**

- Skilled in conducting qualitative research and analysis through interviews with client staff, client beneficiaries and experts in the field.
- Skilled in conducting quantitative research and analysis of the client's sector and similar services, including ability to work with big data sets and draw relevant insights.

### **Networking**

- Ability to engage and maintain positive working relationships with relevant networks and contacts to achieve best outcomes.

### **Technical Skills (Word, Excel, PowerPoint)**

- Strong ability to use Microsoft office and other relevant programs to create financial models, articulate and present findings in a clear manner – with a particular focus on PowerPoint and Excel.

## **Social Ventures Australia Limited**

Gadigal, Suite 5.02, Level 5, 309 Kent St, Sydney NSW 2000 | ABN 94 100 487 572 | AFSL 428 865

[info@socialventures.org.au](mailto:info@socialventures.org.au) | [socialventures.org.au](http://socialventures.org.au) | @Social\_Ventures