

SEEKING A SYDNEY-BASED MANAGER

TO WORK ON SOME OF THE MOST IMPORTANT PUBLIC POLICY QUESTIONS OF OUR TIME



Do you have practical experience evaluating government policy and programs? Do you love nurturing teams to get the best results on rewarding projects?

Do you have an unshakable urge to understand the world around you? Are you passionate about critical thinking to shape public policy and decision making for social good?

Do you have a commitment to life-long learning? If so, we may have a rewarding role for you!

WHO ARE WE?

[ARTD Consultants](#) is a leading public policy consultancy firm delivering services in evaluation and strategy in [diverse sectors](#) across Australia. We have been doing it for over 30 years.

We have a close knit group of staff and fabulous culture of open hearts and open minds. We work with government agencies and non-government organisations to help them make evidence-informed policy decisions; co-design service models and delivery strategies; plan for, track and evaluate outcomes; and continuously improve performance. Above all, we are focused on learning and growth.

Our vision is for a more thoughtful world, in which citizens and decision-makers use evaluative tools to design and refine action for the public good.

Our offices are in Sydney, Melbourne and Brisbane. We are recruiting for a Sydney-based Manager.

WHO ARE YOU?

To be successful in this role you will have excellent creative, critical thinking and communication skills and demonstrated experience in:

- client relationship management
- team and project management
- ability to manage time across multiple projects, plan work to meet deadlines and work effectively under pressure
- research methods – collecting, managing and analysing qualitative and/or quantitative data
- effective report writing

We are seeking staff who share our values of commitment, curiosity, creativity and being collaborative.

You will also have a sound knowledge of public policy and its evaluation – and knowledge of similarities and differences between evaluation and academic research. If you have less experience in people management but great data management, data visualisation and/ or statistical skills we also want to hear from you!

POSITION DESCRIPTION

We love what we do – and we need people that share that passion.

An ARTD Manager is part of a team but is often responsible for managing policy and evaluation consultancy projects to fully meet client requirements and achieve income targets. A Manager also contributes to ARTD's strategic directions in winning new business, supporting professional growth of staff, building our capacity and the quality of our services.

You will be expected to:

1. Prepare tenders for projects with the oversight of a Director – these will often be requests to evaluate government policy and programs
2. Establish and manage professional relationships with clients
3. Manage consultancy projects as project manager in line with ARTD's guidelines, ensuring they meet the budget and timeframe, with accountability to a Director .

This includes:

- Developing and maintaining a project plan in consultation with the team
 - Maintaining project plans using internal project management platform
 - Managing relations with the client, including administering the contract
 - Leading the project team including briefings, coordination, resourcing, support, and monitoring performance
 - Coordinating project activities and ensuring the achievement of agreed milestones/deliverables.
 - Monitoring deliverables, milestones and hours against the project plan
 - Maintaining the quality of all processes and deliverables by monitoring and making improvements
 - Alerting Directors to deal with risks as they arise
 - Finalising the project to the client's satisfaction.
 - Contribute professional expertise and agreed services to consultancy projects as a member of project teams, with accountability to the Project Manager
4. Achieve your agreed annual consulting target income
 5. Provide coaching for other staff
 6. Contribute to ARTD as a learning organisation, drawing on your specialist knowledge including:
 - Developing conceptual / analytical frameworks, methods and tools needed for project design, data collection, analysis, synthesis and reporting
 - Improving practices for consultancy work and business management
 7. Maintain records required for ARTD's administration, quality and reporting systems
 8. Undertake other duties as assigned by Directors.

QUALIFICATIONS

Relevant undergraduate or post graduate degree and research or evaluation experience.

CONDITIONS

This is a permanent, full-time role located in our Sydney office. We offer flexible work conditions, including work from home some days.

Your salary will be commensurate with your experience. We offer attractive conditions, including Christmas bonus leave, the opportunity to work flexibly (remotely and in alignment with your broader commitments) and a strong commitment to professional development.

We pride ourselves on offering a flexible, friendly and cooperative work culture, that embraces the excellence created by diverse minds and experiences.

TO APPLY

Please phone Operations Manager, Sarah Schofield on 02 9373 9910 to discuss the application process.

Applicants who cannot specifically address their alignment with the position description, experience and competencies will not be considered for the role.

Application process closes on **April 2, 2021**.