

ARTD CONSULTANTS: SEEKING SENIOR CONSULTANT OR MANAGERS WHO WANT TO SHAPE PUBLIC POLICY

Do you love data? Have a mind for designing and delivering evaluations using government administrative datasets and surveys to understand what change has occurred and how government policy or programs have contributed to this? Interested in building the capability of teams to deliver robust and policy-relevant evaluations?

If so, we may have a role for you in our Sydney Offices!

WHO ARE WE?

ARTD works for a range of not-for-profit and government clients in a range of policy areas, including health, mental health, disability, child protection, community services and environment policy. We help our clients to think critically and creatively about what they do, plan new approaches and assess and communicate what they have achieved. Our projects range from service design and redesign, through monitoring and evaluation.

We recognise the value and rights of people with lived experience to shape the policies and services that affect their lives. In particular, we recognise the right of Aboriginal and Torres Strait Islander people to self-determination. We work in partnership with organisations and communities – listening deeply and using tools and techniques that enable different voices to be heard.

We are committed to the professional growth of our staff. You will be expected to grow and will be supported to realise your potential through coaching, mentoring and professional development opportunities.

Our offices are in Sydney, Melbourne and Brisbane. We are recruiting for a **Sydney based Senior Consultant or Manager with specialist quantitative skills**.

WHO ARE YOU?

You are passionate about improving outcomes for people accessing government and non-government services. You have strong critical thinking and problem-solving skills to apply to this challenge. You approach the world with curiosity, a commitment to listening deeply and understanding diverse perspectives. You value collaboration and work well as part of a team.

Specifically, for this role you will need **strong quantitative research design and analysis skills** and will have:

- demonstrated quantitative capability and experience in
 - designing or contributing to designing evaluations (including quasi-experimental)
 - designing analysis plans for administrative datasets

- appraising data collection systems and tools and providing a perspective on quality and necessary remediation steps
- designing and strengthening data collection tools (surveys) to meet evaluation needs
- statistical analysis of administrative and survey datasets
- experience in client relationship management
- skills in project management, including an ability to manage time and teams across multiple projects, plan work to meet deadlines and work effectively under pressure
- demonstrated capability in effective communication and report writing
- demonstrated commitment to building analytical capability within your team and in the company more broadly.

Ideally, you will have experience in evaluation (and understand the difference between research and evaluation). But, if you are a skilled quantitative analyst with an interest in learning about evaluation, we want to hear from you.

POSITION DESCRIPTION

An ARTD Senior Consultant or Manager works as part of a team, with responsibility for managing policy and evaluation consultancy projects to meet client requirements and achieve income targets. A Senior Consultant or Manager also contributes to winning new business, supporting professional growth of staff, building our capacity and the quality of our services.

The role includes the following, with Managers taking more of a lead role on larger and more complex projects than Senior Consultants

1. Contribute to/ prepare tenders for projects with the support and 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 budget, timeframe and quality standards, with the support of and accountability to a Director. This includes:
 - Managing client relationships, including administering the contract
 - Developing and maintaining a project plan in consultation with the team
 - Maintaining project plans and budgets using our internal project management platform
 - Coordinating project activities to ensure the achievement of agreed milestones
 - Ensuring the quality of analysis and deliverables
 - Monitoring risks and working with Directors to mitigate or manage these
 - Finalising the project to the client's satisfaction.
4. Contribute professional expertise to consultancy projects as a member of project teams
5. Achieve your agreed annual consulting target income
6. Provide coaching and capability building for other staff
7. Contribute to ARTD as a learning organisation, drawing on your specialist knowledge
8. Maintain records required for ARTD's administration, quality and reporting systems
9. Undertake other duties as assigned by Directors.

QUALIFICATIONS

Relevant undergraduate or post graduate degree.

CONDITIONS

This is a permanent role located in our Sydney office (with work from home options available). We are open to the roles being part-time for the right candidate.

Your salary will be commensurate with your experience. We offer attractive conditions, including:

- a focus on work/life balance, staff wellbeing and reasonable work hours
- regular coaching, mentoring and on-the-job learning
- professional membership to the Australian Evaluation Society
- annual professional learning and development budget, as well as regular in-house learning sessions
- paid study leave
- the opportunity to be involved in operational committees, and provide input into ARTD's strategy and future planning
- access to free professional counselling sessions (Access EAP)
- opportunity to provide pro-bono support for community and social justice outcomes
- flexible working arrangements

TO APPLY

Please phone Operations Manager, Sarah Schofield on 0449 689 331 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 **February 28, 2022**.