

ARTD Senior Consultant/Manager

ARTD is looking to appoint an experienced, Sydney-based consultant to support our work in the human services, justice and/or environmental sectors, with a focus on Aboriginal policy and program design and evaluation.

The role will suit someone with experience in and a commitment to working with Aboriginal people and communities and a demonstrated commitment to self-determination and working through co-design approaches.

You will work closely with a Director and a skilled team. Depending on your current skills and experience, you will be provided with the support required to manage a portfolio of clients or support to develop your own portfolio.

ARTD is committed to the professional growth of its staff and you will be supported and expected to develop a plan for your own professional development.

Specific responsibilities

As a member of project teams, manage tasks to the required standards, with accountability to a Director, including:

- develop and maintain project plans in consultation with the project team
- undertake research, evaluation and facilitation tasks
- design and manage agreed components of a project (e.g. survey design and/or administration and/or qualitative interviews and theme analysis)
- prepare complex reports
- coordinate project activities to ensure projects will meet the budget and
- coordinate and prepare project deliverables
- alert the Director to risks as they arise
- Coordinate and contribute to tenders for projects
- Manage professional relationships with clients
- Contribute to ARTD as a learning organisation, including further building your own expertise, sharing knowledge, coaching, developing methods and tools, and improving practices
- Contribute to ARTD as a quality business through managing tasks in office administration, system development and marketing
- Maintain records required for administration, quality and reporting systems
- Undertake other duties as assigned by the ARTD Directors.

Key knowledge, competencies and experience

- Ability to work effectively with Aboriginal people and communities
- Understanding and experience managing program evaluation or research on social policy and programs,
- Critical thinking, conceptual and analytical ability
- Ability to manage a range of projects from simple to complex (to quality, time and budget)
- Effective written and verbal communication skills
- Advanced technical research skills or strong generalist data collection and analysis skills (e.g. survey design, analysis, data visualisation, interview/focus group skills, facilitation
- Attention to detail
- Proficiency in MS Word, Excel, PowerPoint and Outlook including the ability to use or commitment to learn how to use MS Word and Excel and in-house templates
- Effective time management skills, juggling multiple tasks to competing deadlines
- Value working as part of a team, producing high quality work

Desirable

- Australian Indigenous applicants are encouraged to apply
- Experience with stakeholder consultation and co-design approaches
- Experience with coaching and mentoring junior staff

Qualifications

- Qualification or commensurate professional experience in social sciences or other relevant discipline, e.g. sociology, policy, anthropology, development studies, psychology, economics

Conditions

ARTD General Conditions of Employment apply. You will be eligible for a performance-linked bonus based on the achievement of the ARTD consultancy income targets.

Please send your CV and a cover letter addressing the position criteria (two pages max.) to Sarah Schofield, sarah.schofield@artd.com.au, by **Monday 25 March, 2019**.