

# Position description

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Position title	: Analyst, Consulting
Reports to	: Director, Consulting
Employment type	: Full-time, Permanent
Location	: Perth
No. of direct reports	: Nil
Date	: October 2023
Approved by	: 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's work is underpinned through its core business units of Impact Investing, Programs and Partnerships, Policy and Advocacy and Consulting.

### 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](#).

## SVA 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

The SVA Consulting team is one of Australia's leading not-for profit consulting providers, with expertise across the social sector.

Our solutions are tailored to the context and needs of our clients, which include service delivery organisations, government agencies, philanthropic organisations and corporates with a demonstrated commitment to social impact. We work across a broad and ever-expanding range of areas, with extensive relationships across First Nations communities and deep sector expertise in Aged Care, Children and Families, Disability, Education, Employment, Family Violence, Financial wellbeing, Health, Housing, Mental Health, and Regional Development.

Our team is located across Sydney, Melbourne, Brisbane, Perth, and Darwin and has become a long-term trusted partner to our clients.

Our projects generally fall into one of five service offerings:

- Strategy and Governance – 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.

## Position purpose

Analysts work on client projects under direct supervision of a Director, Principal or Manager. While no two client projects are the same, Analysts are responsible for a stream of work, which may require conducting research, data modelling and analysis, and developing presentations or reports to communicate their findings.

Typical client projects last between three to six months and an Analyst will normally work on multiple projects at a time. Outside of client projects, Analysts assist in business development, by conducting research and developing proposals for new client projects.

## Position responsibilities

Typical responsibilities include:

- As part of a team, Analysts break down and understand a client problem to work out how the team will deliver the project to meet the needs of the client.
- Develop own workplan to deliver a component of a consulting project.
- Conduct primary research through interviews and surveys, and secondary desktop research by obtaining statistical information and review of published reports.
- Data modelling and analyses, such as developing a financial model or financial projection (generally in MS Excel).
- Interpret findings from research and analysis to determine implications for the client.
- Prepare presentations and reports (generally in MS PowerPoint and MS Word).
- Contribute to team and client meetings, including presenting own work.
- Complete project administration activities such as writing up interview notes, submitting timesheets and expenses.

## 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

- Some (minimum 2 years') recent experience in management consulting.
- Experience working within the social sector is desirable.

## **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**

### Research

- Conducting qualitative primary and secondary research and analysis with non-profit client staff, end clients, communities and experts in the field of the relevant client sector.
- Conducting quantitative research and analysis of the relevant client sector.

### Analysis and Problem Solving

- Contributing to understand the client problem and key issues, breaking down the problem and developing hypotheses.
- Contributing to the development of analytic approaches to test hypothesis.
- Ability to conduct quantitative and qualitative analysis based on the defined analytic approach.
- Capability to extract conclusions/insights from the analysis.

### Communication

- Strong communicator - both verbal and written.
- Is comfortable providing feedback and actively seeks feedback from others on how to improve performance.
- Well-rounded interpersonal skill set with the capacity to build strong senior client relationships, work effectively in team environment, and facilitate joint problem solving with clients and team.

### Initiative

- Highly motivated and action-oriented self-starter who shows initiative and determination to consistently deliver the best outcomes for clients.

### Technical Proficiency (Word, PowerPoint & Excel)

- Ability to use the available PowerPoint & Word functionality to construct slides and documents with speed and accuracy.
- Ability to effectively plan and build basic analytical models in Excel, while maintaining appropriate audit trail and building in appropriate quality checks.