

Position description

Position title	: Consultant
Reports to	: Principal, Consulting
Employment type	: Full-time
Location	: Perth
No. of direct reports	: Nil
Date	: February 2023
Approved by	: Executive Director, Consulting

The operating environment

SVA overview

Social Ventures Australia (SVA) is a not-for-profit organisation, registered with the Australian Charities and Not-for-profits Commission, that works with our partners 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 by three core business units of Impact Investing, Programs and Ventures and Consulting. To drive the change we seek, we build on our practical knowledge of effective practice in areas such as education, employment, housing and with First Australians.

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 reconciliation with Australia's First Nations peoples and to ensuring 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

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. We work exclusively on projects that strengthen the social sector and have a positive impact on people and communities. 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. Our team members are located across Sydney, Melbourne, Perth, Darwin and Brisbane and have become long-term, trusted partners 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.

We work in a broad and ever-expanding range of areas, with deep expertise in Children and Families, Disability, Education, Employment, Financial Wellbeing, Family Violence, Health, Housing, Mental Health, Older Australians, First Nations people and Regional Development.

You can learn more about SVA Consulting on our [website](#).

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 our knowledge and expertise with the team and external stakeholders.

Position responsibilities

Typical 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

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 in management/strategy 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

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.