

POSITION DESCRIPTION

Overview

Role title:	Consultant - Projects
Employment type:	Full time
Salary:	\$80,000 plus super
Location:	Remote - work from home. Occasional travel to the Sydney office will be required
Line manager:	Manager – Projects
Line of business:	Advisory
Team:	Projects
Direct reports:	Nil
Indirect reports:	Nil
Dotted lines:	Project Leads and Activity and Deliverable Leads.

The role in more detail

The Consultant - Projects supports the coordinated delivery of Inside Policy's evaluation and research projects. Working with Project Leads and multidisciplinary teams, the role keeps project activities, documentation, communications and logistics organised and on track for government, philanthropic and not-for-profit clients. This role is the equivalent of a Project Officer or similar level in a government environment.

The role is responsible for the practical coordination and administration that underpin our project management practice and project delivery, including meetings, project documentation and correspondence, travel and fieldwork logistics, project information in Scoro, reports and presentations, and project governance support.

The role requires strong organisation and follow through, sound attention to detail, emerging judgement and confidence using systems and technology. It works across multiple concurrent projects in an environment where priorities, project needs and timeframes may change.

Role objective

To successfully support Project Leads in delivering high-quality evaluation and research advisory projects by coordinating project activities, information, people and systems, and by contributing to effective project management practice across the Advisory Practice.

Main duties & responsibilities

The Consultant - Projects provides project coordination, administration and systems support across multiple concurrent projects. The role works within agreed direction, exercises emerging judgement, anticipates routine project needs, follows actions through to completion and escalates issues appropriately.

Teamwork

- Support Project Leads and Directors to plan, coordinate and deliver advisory projects within agreed scope, timeframes and ways of working.
- Build positive working relationships with clients, colleagues and stakeholders, including First Nations Australians.
- Contribute to a respectful, inclusive and collaborative team culture.

Project support and delivery

- Prepare project documentation including project plans, agendas, meeting minutes, action registers, status reports and presentations.
- Coordinate project meetings, stakeholder communications, travel, fieldwork and project schedules, anticipating upcoming requirements and following through on actions and dependencies
- Maintain accurate, complete and accessible project documentation, records, correspondence and information management in accordance with agreed document management practice
- Support project budgeting, resourcing, reporting and contract administration.
- Maintain accurate project information, contacts and reporting in Scoro.
- Use Microsoft 365, including Microsoft Copilot and other approved AI tools, to prepare documentation and support efficient project delivery.
- Provide secretariat support for project governance meetings, including meeting coordination, distribution of papers and record management.
- Support Project Leads to monitor project progress, deadlines, dependencies and emerging risks, identify where action is required, resolve routine risks resourcefully and escalate matters where appropriate
- Liaise with clients, project team members and stakeholders to coordinate project activities.

Policy and technical expertise

- Develop subject matter expertise in at least one social policy area that correlates with Inside Policy's demonstrated areas of interest.
- Develop practical knowledge in project management of social research and evaluation projects, including how project activities contribute to the project purpose, methodology and intended outcomes

- Take responsibility for ongoing learning and reflective practice in project management, social policy, evaluation and research; ask thoughtful questions and apply feedback and lessons to future work.
- Support the use of Inside Policy-sanctioned artificial intelligence (AI) in the delivery of Inside Policy's advisory projects.

Business support

- Contribute to proposal development and other business support activities as required.
- Maintain professional knowledge of government consulting, project management systems and Inside Policy's ways of working.
- Confidently learn and use Inside Policy-approved digital tools, including project management, documentation, Microsoft 365 and AI tools, to improve the efficiency, visibility and quality of project delivery.

Competency level

In addition to demonstrating behaviours aligned with Inside Policy's values, the Project Support professional will demonstrate:

- strong organisational and project coordination skills
- excellent written and verbal communication skills
- sound judgement and attention to detail
- the ability to manage multiple priorities and competing deadlines
- a collaborative approach to working with clients, stakeholders and multidisciplinary teams
- digital confidence including working with a range of digital tools including project management, documentation, Microsoft 365 and approved AI platforms to support project delivery.

Requirements and qualifications

The Consultant, Projects will ideally demonstrate:

- Demonstrated experience providing practical project coordination and administration, with a willingness to undertake both routine and complex project tasks.
- Minimum two years' experience supporting the delivery of projects within government, consulting, evaluation, research, human services or the not-for-profit sector.
- Experience working in, or with, Australian Government or state and territory government environments.
- Strong project coordination and administration skills, with experience managing competing priorities across multiple projects.
- Bachelor level or higher in a related field or relevant experience
- Proficiency in Microsoft 365 applications, including Word, PowerPoint and Excel, and confidence learning and using Microsoft Copilot and other approved digital tools.
- Experience using Scoro or similar project management systems (e.g. Monday.com, Asana, ClickUp or Microsoft Project), or the ability to quickly become proficient.
- Demonstrated ability to work collaboratively with diverse teams and stakeholders, including First Nations organisations and communities.

About Inside Policy

Inside Policy is a privately-owned social and economic policy advisory firm. Established in 2014 by founder, Natalie Walker, Inside Policy is a trusted partner to governments in delivering complex and large-scale evaluation and research projects in social policy. Inside Policy specialises in the policy areas of family and domestic violence, child and family services, justice, and Indigenous economic development.

Insiders (i.e. Inside Policy team members) are committed to making our nation a better place for Australia's most vulnerable populations by providing evidence informed and credible policy advice.

Inside Policy is a dynamic, purpose-driven organisation which does high quality work for our clients in a fast-paced environment. To enable this, we support all Insiders through our annual growth process – *Inside Up*, by having flexible work arrangements, by supporting financially and experientially a range of learning experiences to help team members achieve their goals, and by ensuring team members are applying their areas of strengths while building new expertise.

Inside Policy is also a responsible employer. We take seriously our responsibility to provide a workplace where Insiders can thrive by maintaining their wellbeing. To this end, Inside Policy offers a reduced hours at full pay model, otherwise known as a nine-day fortnight, for its full-time employees. Part-time and flexible work arrangements are also available where a nine-day fortnight is not the right fit.

Inside Policy's values

Building an advisory firm like Inside Policy that aspires to change the world one policy at a time requires a culture of professionalism, performance, creativity and (social) purpose that is born out of a set of unwavering values. We stand for more than being better than our competitors. Rather we courageously lean into the values that will help us make the world a better place, one policy at a time.

The six values that shape our culture and describes who we are and why we do what we do are:

1. Curiosity – Insiders have a strong desire to know and learn.

Developing valuable insight for our clients is our secret sauce. Having the desire to learn new methods, deeply understand our clients and their stakeholders, policy trends, developments in government, way of working and translating all of this into practice helps us stay on the cutting edge of insight.

2. Reflection – Insiders dedicate time to deep thought and consideration.

At an individual level, reflection – especially critical reflection – helps us perform and grow. At a team level, it helps us work together better and collectively solve complex problems. At a project level, critical reflection helps us to design approaches and insights that are particular to the project.

3. Quality – Insiders constantly pursue a higher standard of performance and output.

Being the best at being better is critical for developing unique policy insight that changes the world. For our work to be persuasive to us, our stakeholders and our clients it must be well-presented, defensible, robust and evidence informed.

4. Pragmatism – Insiders constantly assess the fairness and practical application of their advice.

We work in a complex, ambiguous, ever-changing environment with competing interests and constraints. Therefore, to be relevant and useful, our preferred ways of working at Inside Policy and with our clients must recognise these competing, complex requirements to ensure our work and advice is fair and practical.

5. Responsibility – Insiders have a strong sense of duty for the contribution they can make to our world and what they are to achieve in their role, their projects, as a team member and as a community member.

We must all do what is expected and required of us in order for individuals, teams and the company to succeed. We also recognise that our advice on complex social policy matters often impacts the most vulnerable in our community, because of this and our deep care for our world, we must exercise this role judiciously.

6. Trust – Insiders are reliable, credible and engaging.

Trust in each other is what creates teams. A client's trust in our advice is what gives us influence. A stakeholder's trust in our work gives us access.

Inside Policy's Advisory Practice

Inside Policy's current core business is its evaluation and research work which is undertaken through its Advisory Practice. The Advisory Practice is led by the General Manager – Advisory.

The Advisory Practice comprises of 15 Insiders across five teams of Projects, Evaluation and

Research, Engagement, Quality & Ethics, and Reporting & Communications. The sole focus of the Advisory Practice is to manage and deliver high-quality complex and large-scale evaluation and research projects in social policy. The policy areas of focus are:

- Family and domestic violence
- Justice
- Children and families
- First Nations economic development
- Health
- Community-led change.

The Advisory Practice works predominantly with government clients though a smaller (yet growing) area of project-work is with philanthropic and not-for-profit organisations.