

## POSITION DESCRIPTION

### Overview

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| <b>Role title:</b>       | Senior Consultant – Quality and Ethics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Employment type:</b>  | 12-month contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Location:</b>         | Hybrid – a combination of work from Inside Policy’s Sydney, Melbourne or Canberra offices and work from home                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Start date:</b>       | 1 November 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Line manager:</b>     | Senior Manager, Evaluation & Research                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Line of business:</b> | Advisory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Team:</b>             | Evaluation & Research                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Direct reports:</b>   | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Indirect reports:</b> | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Dotted lines:</b>     | Work in partnership and collaboratively with Projects, Evaluation & Research, Engagement, and Reporting & Communications teams.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Team KPIs:</b>        | <ol style="list-style-type: none"> <li>1. Delivers high-quality ethics outputs on time, on budget and in scope across 100% of relevant projects.</li> <li>2. Develop and provides useful insight into improving quality in proposals and project delivery.</li> <li>3. Develops, updates and communicates Inside Policy’s quality and ethics epistemology and practices.</li> <li>4. 100% of Project Leads satisfied with the team’s participation in and contribution to projects.</li> <li>5. Fulfils its responsibilities in line with Inside Policy’s values.</li> </ol> |

## The role in more detail

Senior Consultants play a key role in supporting project delivery, working closely with Senior Managers, Managers, clients and their stakeholders to achieve high-quality project outcomes within tight deadlines. The Senior Consultant – Quality and Ethics brings technical expertise in quality and ethics evaluation and research, has subject-matter knowledge of social policy, is a team player, and is a collaborative partner to their peers.

### Quality and Ethics team

The Senior Consultant – Quality and Ethics sits within the Evaluation & Research Team that is responsible for supporting the successful delivery of Inside Policy's advisory projects by ensuring quality and ethical standards are upheld within all projects. The Evaluation & Research team supports Inside Policy's evaluation and research projects by:

- preparing, submitting and managing project ethics applications
- managing all conditions and reporting requirements related to ethics approvals
- advising Project Leads, Seniors Managers and clients on key ethical considerations and requirements in the initiation and design stages of projects
- participating in internal project team meetings including internal update meetings, theming workshops and other project team meetings
- implementing data management protocols including Indigenous Data Sovereignty and Governance within projects
- seeking advice and guidance from teams and councils internal to Inside Policy including the Evaluation & Research team, Quality & Ethics team, Reporting & Communications team, Engagement team

### .Role objective

To successfully support the quality and ethics aspects of advisory projects and support the development of the quality and ethics capability across the advisory practice.

### Role KPIs:

1. Behaviours align with Inside Policy's values.
2. 100% ethical approval success rate.
3. 100% of Project Leads are satisfied with the Quality and Ethics Team's contribution to projects.
4. Supports the development of Inside Policy's quality and ethics approach and practices.

### Main duties & responsibilities

The Senior Consultant – Quality and Ethics will manage all of the quality and ethical requirements within advisory projects. The key responsibilities of this role are:

#### Teamwork

- a. Support peers and managers to deliver evaluation and research outputs for advisory projects.
- b. Support the growth of the Advisory team's practices, knowledge and skills in social policy research and evaluation design, implementation and analysis.
- c. Works safely, respectfully and in an inclusive manner with diverse team members, clients and stakeholders, including First Nations Australians.

#### Project support and delivery

- a. Prepare the quality and ethics aspects of all advisory projects in line with each project's scope, budget and timeframes.
- b. Support the project team on the delivery of advisory projects to ensure successful completion of these projects to a high-level of client satisfaction.
- c. Provide the first line of quality-assurance on project outputs and deliverables and provide strategic advice and guidance to project team members to ensure the successful delivery of projects, ensuring levels of high-quality are consistently achieved.

- d. Proactively identify and resolve quality and ethics risks within projects and work collaboratively with Project Leads, project team members and clients to resolve these.
- e. Seek and respond constructively to HREC, Project Lead and client feedback.

### Policy and technical expertise

- a. Provide subject matter expertise in at least one social policy area that correlates with Inside Policy's demonstrated areas of interest.
- b. Provide technical expertise in the delivery of quality and ethical practice in social policy advisory projects.
- c. Stay up-to-date with development, trends and best practices in ethical requirements including IDS/G, government client requirements and HREC requirements and apply this knowledge to drive innovation and growth within the team and Inside Policy.
- d. Support the use of Inside Policy-sanctioned artificial intelligence (AI) and where it can be ethically and effectively applied without compromising quality, confidentiality and security in the delivery of Inside Policy's advisory projects.

### Business development

- a. Provide input into the development of methodologies, budgets and teams for Inside Policy's successful evaluation and research proposals.

### Competency level

The Senior Consultant, Quality and Ethics is expected to perform their responsibilities at the Advanced level for each of the seven competency areas of values, communication, research, outcomes-focus, stakeholder engagement, teamwork, and problem-solving.

Refer to Inside Policy's [Competency Framework](#) for more detail on the expectations of Managers for each competency area.

### Requirements and qualifications

In order to fulfil the role as outlined in this this section, the Senior Consultant – Quality and Ethics meets the following requirements and qualifications:

- Minimum of three (3) years of experience in evaluation, research, social policy development, program design or delivery in the human services, not-for-profit, consulting or government sectors.
- Proven track record of applying and monitoring processes, policies, and guidelines in a methodical and consistent way, with a focus on compliance with ethical standards or similar frameworks.
- Deep understanding of social policy including in the areas of domestic and family violence, justice, First Nations communities, health, and / or community led initiatives.
- Bachelor level or higher in a related field.
- Professional membership of AES.
- Proficient levels in Microsoft Office applications including Word, PowerPoint and Excel, as well as Nvivo, SPSS, and Qualtrics.
- Ability to learn and become proficient in the project management platform Scoro.

## 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 describe 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.