

POSITION STATEMENT

Consultant

POSITION SUMMARY

Consultants provide specialist expertise in an area or are generalists building their expertise in community engagement, community development related to growing communities and urban planning.

The Consultant supports medium to large projects and leads small projects. The Consultant works closely with Directors and Senior Consultants to build client relationships and develop and implement community and economic development programs.

BILLABLE TARGET 85%

RESPONSIBLE TO Line Manager

RESPONSIBILITIES AND ACCOUNTABILITIES

- Represent Creating Communities and conduct oneself in a manner consistent with the company values.
- Determinedly pursue the company purpose “to bring out the best in people and communities”.
- Develop, maintain and foster relationships with clients, stakeholders and community members.
- Identify and nurture prospects.
- Identify, develop, write and submit proposals and tenders and win work.
- Deliver contracts/projects on time, on budget and within scope.
- Manage project staff, teams and tasks.
- Implement and act in accordance with Creating Communities planning processes, policies, procedures and staff handbook.
- Consistently attain agreed billable target percentage.

Project Management

- Embed Creating Communities philosophy, models and approaches into project.
- Support the management of client contracts and ensure contractual obligations are met.
- Contribute to projects being on budget, within scope and according to client expectations.
- Coordinate sub-consultants and suppliers engaged in project work.
- Conduct research and report writing as required.
- Facilitation of community meetings, stakeholder workshops and other engagement activities.
- Pursue funding and sponsorship for community projects.
- Manage the design and safe delivery of events.
- Prepare Risk Management Strategies for all events and ensure CCA Company insurers are advised of every event and ensure all contractors and sub-contractors provide evidence of current Public Liability insurances.
- Other duties as requested.

Clients/ Stakeholders

- Work with internal and external clients to meet their needs and exceed expectations.
- Facilitate stakeholder and client engagement activities in a variety of contexts including urban planning; property development and community activation.
- Work with the community, key stakeholders and across agencies to implement community engagement and community development plans and build the capacity of the community to manage their own affairs with key stakeholders.
- Develop and maintain strong relationships and communication within the community, with government and non-government community services agencies and other key stakeholder agencies regarding community and economic development issues.
- Liaise and respond to requests or directions from clients as required– under the direction of Senior Consultants and Directors.
- Prepare briefings, reports and information for clients and stakeholders.

Team Management/ Participation

- Work closely with project teams to ensure timely delivery of project actions/outcomes.
- As required, provide clear coordination and support to project teams.
- Assist with induction of new staff to understand project processes.
- Actively engage in professional development training.

Business Development

- Identify potential sources of revenue.
- Nurture new prospects.
- Write proposals and tender submissions and win new business.
- Attend industry events/conferences as required.
- Keep abreast of new and significant initiatives/trends within the industry.

Planning, Administration and Meetings

- Log billable and non-billable hours in the company time billing software daily.
- Attend and participate in all staff meetings, workshops and retreats as scheduled and advised.
- Contribute to the development and implementation of CCA strategic business planning.
- All other duties as assigned from time to time.

Occupational Health & Safety

- Create, maintain and foster a safe work environment at all times.
- Ensure that staff follow safe work practices, procedures, instructions and rules at all times.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Prepare risk management strategies for events and ensure CCA Company insurers via the Administration Manager are advised of events.
- Ensure all contractors and sub-contractors can and do demonstrate sound OH&S practices.
- Ensure all contractors and sub-contractors provide evidence of current public liability insurance and are informed of risk management considerations.

Area of Special Expertise

- Experience in community engagement and/or community development
- Experience in engagement related to urban planning; property development; aged care; education or other relevant contexts
- Manage external events on behalf of Creating Communities.
- Develop training materials.
- Development new products.