

POSITION STATEMENT

Graduate Consultant

BILLABLE TARGET 80%

RESPONSIBLE TO Line Manager

POSITION PURPOSE

The key purpose of appointing a Graduate Consultant role includes:

- To support and develop the expertise of the person in the Graduate role by building their professional skills, knowledge and experience in a practical workplace context; and
- To contribute to Creating Communities' work by providing support to a range of community engagement and/or community and/or economic development projects.

The Graduate Consultant works closely with Specialist Leads to learn from and support projects, to enable them to engage and communicate effectively with stakeholders and the community, build community capacity and support productive client relationships.

SKILLS AND CAPABILITIES

A Graduate Consultant at Creating Communities will display competency and a willingness to develop in the following skill areas:

- Interpersonal skills
- Organisational skills
- Written and oral communication skills
- ICT skills including with the use of data management, research and GIS related software packages
- Collaboration and teamwork
- Time management

EDUCATION AND
TRAINING
(DESIRABLE)

Demonstrate experience or training in following areas is desirable:

- Urban Design and Planning (Related Fields)
 - Community Development
 - Social Science
 - Human Geography
 - Community Engagement
 - Social Work
 - Demonstrated experience in volunteering or working in community settings will be viewed positively.
 - Other (applicable to the work undertaken by Creating Communities)
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RESPONSIBILITIES
AND
ACCOUNTABILITIES

- Represent Creating Communities and conduct oneself in a manner consistent with the company values.
 - Determinedly pursue the company's purpose.
 - Develop, maintain and foster relationships with community members, clients and stakeholders.
 - Implement and act in accordance with Creating Communities planning processes, policies, procedures and staff handbook.
 - Gain an understanding of Creating Communities work, policies, processes and systems.
 - Be punctual
 - Be a motivated and engaged member of the team, with a willingness to learn
 - Consistently attain agreed time log targets.
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OUTCOME
REQUIREMENTS

Project Work

- Embed Creating Communities philosophy, models and approaches into all projects
- Undertake community and stakeholder engagement activities, under supervision, including for example; interviews, focus groups, open days, surveys and workshops
- Conduct research and report writing under supervision as required
- Contribute to the management and safe delivery of events under supervision including event planning, budgeting, organisation; set up and pack down
- Assist in preparing 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

- Support internal team with their projects including taking minutes, assisting with reports and assisting with other project management and client liaison tasks
- Work with internal and external clients to meet their needs and exceed expectations.
- Work with the community, key stakeholders and across agencies to implement community and economic development plans and build the capacity of the community to manage their own affairs with key stakeholders

Team Management/ Participation

- Work closely with project teams to ensure timely delivery of project actions/outcomes
- Actively engage in professional development training
- Be proactive and show initiative

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

- Ensure and foster a safe work environment
- Ensure that staff follow safe work practices, procedures, instructions and rules
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations
- Assist in preparing 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
- Ensure all contractors and sub-contractors can and do demonstrate sound OH&S practices.