Position Description

Position title: Associate Consultant

Reports to: Director, Consulting

Employment type (FT/PT): Full-time

Location: Sydney

No. of direct reports: n/a

The Operating Environment

SVA Overview

Social Ventures Australia (SVA) is a social purpose organisation that works with partners to improve the lives of people in need in Australia by helping businesses, governments and philanthropists to be more effective funders and social purpose organisations to be more effective at delivering services.

SVA’s work is underpinned through its three core divisions of Impact Investing, Venture Philanthropy and Consulting. To drive the change we seek, we build on our practical knowledge of effective practice in education, employment, housing, disability, mental health, and with First Australians.

As a values-driven organisation, accountability, integrity, respect and humility underpin our work.

Team Overview

SVA’s Consulting team partners with social purpose organisations, corporate and philanthropic funders and governments to strengthen their ability to address social issues and achieve results. We support leaders to make hard decisions, galvanise teams to sustain success and share insights with the social sector.

We have more than 30 staff in our Consulting team with offices in Melbourne, Perth and Sydney. Since 2007, we have developed unique, on-the-ground experience supporting over 300 clients through 600 engagements. We work on society’s most challenging issues including housing, employment, education, mental health, disability, and Indigenous disadvantage.

We measure our success by the results our clients achieve. Our people are passionate about the work they do and the opportunity to create a better Australia.

While working to deliver a better society, our sector is faced with a raft of additional challenges including major sectoral reform, an uncertain funding environment and increasingly complex social problems. We support clients individually and collectively, to understand these challenges, identify new ways and opportunities to address them and develop plans that are both aspirational and practical.

We believe that results are driven by four levers: a clear purpose, identification and design of the most effective strategy to pursue the purpose; access to smart money to fund strategy; and efficient and effective allocation and use of resources to deliver outcomes. We exist to strengthen these levers, enabling the non-profit sector, funders and governments to deliver sustainable social improvement to disadvantaged Australians.
Position Purpose

Associate Consultants are vital team members in SVA’s consulting model. Working as a member of a team, always under the leadership of a more senior Director or Principal, Associates lead problem-solving and analysis on at least two or three work streams as part of the overall team’s effort to deliver powerful insights and identify solutions to our client’s greatest challenges – thus enhancing an organisation’s ability to drive sustainable social change to disadvantaged Australians.

Position Responsibilities

Typical responsibilities include:

- As part of a team, 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
- Identify the real problem to be solved in the part of the problem assigned to the Associate, disaggregate and structure the key issues be addressed and develop hypotheses to be tested through analyses
- Conduct qualitative research and analysis through interviews with client staff, client beneficiaries and experts in the field
- Conduct quantitative research and analysis
- Conduct financial analysis, including financial projections
- Prepare clear and compelling presentation materials
- Facilitate and present analysis and findings
- Work with clients to implement recommendations
- Capture and share knowledge from client projects both internally and externally
- Maintain SalesForce data for client projects
- Other responsibilities as may be required.

Associate Consultants work on engagements as part of a team and are usually managed by a Consultant, Principal or Director. A typical engagement lasts between 2-3 months and an Associate Consultant will normally work on two engagements at a time.

Travel Requirements

Interstate travel as well as travel to remote locations may be required.
## Person Requirements

To effectively perform this position, the person will require the following:

### KNOWLEDGE

- Demonstrated knowledge, passion and commitment to working in the social sector and on society’s most important challenges

### EXPERIENCE

- At least two years’ experience working within a problem solving role (e.g. law, finance, business or one year’s experience in a top tier consulting firm)

### FORMAL QUALIFICATIONS

- Strong academic record including a graduate degree from a recognised program in Business, Public Policy/Administration, Law, Engineering or other equivalent

### SKILLS

**Research**

- Conducting qualitative research and analysis through interviews with non-profit client staff, client beneficiaries and experts in the field
- Conducting quantitative research and analysis of the relevant client marketplace

**Analysis and Problem Solving**

- Ability to ‘own’ the problem or assigned part of the problem – i.e. identify the core issue to be solved, disaggregate the problem into the key issues to be addressed (e.g. using an issue tree) and develop hypotheses against these issues
- Structure a workplan and design and execute analysis around testing hypotheses, focusing on the critical issues
- Able to make clear recommendations based on insights gained through development of a strong fact base and analyses
- Comfortable to apply frameworks to structure and push thinking as well as to develop new approaches to complex problems
- Demonstrate creativity in problem solving to test thinking and to provide rigor in areas where evidence is hard to obtain

**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

**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
- Is comfortable providing feedback and actively seeks feedback from others on how to improve performance
Interpersonal

- Well-rounded interpersonal skill set with the capacity to build strong senior client relationships, work effectively in team environment, and facilitate joint problem solving with clients and team

Initiative

- Highly motivated and action oriented self-starter who shows initiative and determination to consistently deliver the best outcomes for clients

IT (Word, Excel, Powerpoint)

- Ability to use Microsoft office and other relevant programs to create financial models, articulate and present findings in a clear manner.

Day in the Life

To see what a Day in the Life looks like for an Associate Consultant at SVA go to A Day in the Life
Associate Consultant