

## Principal Consultant (with health and/or education sector experience)

### Summary of Job Profile

Clear Horizon is a world class design, measurement and evaluation firm that works in Australia and internationally. For over 20 years we have been leaders in facilitating program evaluation, developing measurement, evaluation and learning (MEL) frameworks, and undertaking research, evaluation, co-design and strategy development. We are recognised as cutting-edge and innovative practitioners. We are a values-based company and make deliberate choices about who we work with to maintain our principles of social justice and environmental sustainability.

The Principal Consultant is responsible for developing, winning and delivering a range of our services to clients, ensuring utilisation of Clear Horizon's approach. This role will be responsible for leading the design and implementation of co-design processes, measurement and evaluation systems and evaluations, as well as building client capacity for measurement and evaluation, particularly for complex, large-scale, multi-stakeholder programs, initiatives and strategies.

With the support of the business group's agreed guidelines and service standards, the Principal Consultant contributes to Clear Horizon's ongoing growth including effective project management, team and line management, relationship management and key stakeholder engagement.

### The key responsibilities with this role include:

- Oversee/lead complex evaluations, and developmental evaluation process: design methodology using mixed methods; oversee qualitative and quantitative data collection and analysis; facilitate collaborative processes; write high level and strategic evaluation reports. This work will be largely working in education and health (non-clinical) sectors in Australia and internationally.
- Oversee/lead the design of measurement, evaluation and Learning (MEL) frameworks for client programs and strategies.
- Facilitate collaborative and participatory MEL or design processes with clients and community. This includes developing the process and methodology using contemporary and collaborative approaches (theory of change; systems mapping; complex stakeholder workshops) and writing reports that provide clear insights.
- Facilitate of evaluating early stage designs, including using theory of change, testing prototypes, setting up pilots and developmental evaluation.
- Further develop and codify our unique approach to MEL and/or community-led design, including writing practice notes, developing training curriculum, and contributing to communities of practice in these approaches.
- Effectively oversee, manage and deliver projects: Direct and manage projects to ensure high quality and user-centered services. Effectively communicate project expectations to stakeholders in a timely and clear fashion. Conduct project debriefs and use findings to improve practice; delegate project work across the project team and manage workloads.
- Win work and support the achievement of business group target and the company annual revenue targets. This will involve writing and overseeing proposal development, liaising with clients, and building new/maintaining existing client relationships.

- Provide team leadership and line management to staff under your direction.
- Build, develop and grow any business relationships and partnerships that support the financial sustainability of Clear Horizon
- Ensure compliance to OHS legislation and Clear Horizon systems and policies.
- Drive initiatives organisationally that contribute to long-term operational excellence.

## **Selection Criteria**

### ***Essential***

- Qualifications in an area related to Clear Horizon services, preferably education or public health.
- A post-graduate qualification in evaluation or design or relevant subject.
- At least 5 years' experience working in a consultancy role, including a demonstrated ability to write successful proposals and excellent reports.

### ***Professional/Technical experience***

- In-depth understanding of and extensive experience in participatory processes applied in the design and delivery of social innovation processes and MEL services including:
  - Design and delivery of complex evaluation involving mixed methods
  - The development of measurement, evaluation and learning plans/strategies and frameworks
  - Program logic/theory of change processes (experience of human-centred design processes is also highly desirable)
- Demonstrated experience in collaborative stakeholder engagement processes, and comfort in facilitating large group workshops.
- Significant cross-sectoral experience, an in working with Australian state and/or federal government and non-government organisations.
- Demonstrated project management skills, the ability to work both autonomously, as part of a team, prioritize workload, and work to timelines.
- Proven leadership skills
- Excellent written communication and report writing skills
- Excellent verbal communication and interpersonal skills
- Proficiency in using Microsoft Office 365 and software pertinent to evaluation and design
- Flexibility to travel on a regular basis

## **Clear Horizon Values and Behaviours**

- Our people are high performing, diverse, talented, supportive and inclusive.

- Ensure open lines of communication are maintained with all Clear Horizon colleagues
- Respect for our vision, mission and values
- Highest ethical standards and personal integrity
- Respect for confidentiality
- Strong work ethic
- Commitment to team-work and self, and the development of strong relationships with work colleagues
- Responsive to people's needs
- Versatile with a 'can-do' attitude whilst performing multiple roles at the same time

Clear Horizon is a dynamic organisation with a family-friendly workplace that values work-life balance. Committed to conserving Australia's biodiversity and strengthening our local community we acknowledge the rights of Indigenous people within Australia and overseas, and work proactively for social justice and environmental sustainability.