

Clear Horizon Consultant (Sustainable Futures team)

ABOUT THE ROLE

The Consultant will sit in the Sustainable Futures team, supporting the development and delivery of a range of services including evaluation studies, the development MEL frameworks and evaluation capacity building.

The Sustainable Futures team provides Clear Horizon's core services in the environment, natural resource management and agriculture/primary industry sectors. The team works with a wide range of government (state, Federal and local levels) and non-government organisations, on their strategies and programs in these sectors, including for disaster risk reduction, community and city resilience, renewable energy, climate change, reef health, agriculture, horticulture and more.

Some of the programs, organisations, and strategies that the Sustainable Futures team has worked with includes: the National Disaster Risk Reduction Framework, the Australian Institute for Disaster Resilience, Resilient Sydney, NSW Koala Strategy, the NSW Saving Our Species Program, the Reef Trust Partnership, the NSW Drought Relief Package, the Pollination Foundation, the Queensland Climate Action Plan, Horticulture Innovation Australia, and Solar Victoria.

ABOUT YOU

You will have a background in natural resource/environmental management, and/or social sciences or a related field, have at least 2 years in a measurement/monitoring and evaluation role and have at least 1 year of consulting experience. Ideally you would have research methods experience, particularly in mixed-methods approaches. You will have experience in using digital tools related to measurement and evaluation such as MS Power Bi. It would be awesome if you are familiar with collaborative stakeholder engagement processes and have experience in facilitating group processes.

Position Description

General information:

Position: Consultant

Reporting to: Business Group Leader/Principal Consultant

Business group: International/Social Impact/Sustainable Futures

Internal Job grade: 4

Date: June 2021

Dimensions:

Direct reports: N/A

Project Budget: N/A

Purpose of the position:

Utilising Clear Horizon's approach to integrated measurement, evaluation and learning, contribute to the design and delivery of projects that positively impact people, place and planet.

Key Responsibilities

Project Delivery

Support project teams to design and implement projects to a high standard and deliver on client expectations. Projects include: 1) evaluation studies including collecting and analysing qualitative and quantitative data and report writing; 2) developmental evaluation processes; 3) building measurement, evaluation and learning systems including program logic and digital solutions; and 4) building client capability for measurement, evaluation and learning.

Project Management

Manage end to end delivery of smaller projects (e.g. \$30K value) from coordinating the proposal submission, setting up the project, delivering against milestones and tracking the project budget so that key deliverables are met and project is delivered within scope. Support project management on larger projects including tracking projects on Clear Horizon's project management software to ensure accurate information is recorded.

Business Development

Support the Business Group in proposal development, through drafting the proposal outline and coordinating contributions from different expertise areas, ensuring the Clear Horizon style is consistently applied and proposals are submitted on time and to a high standard.

Client Relationship Management

Support strong client relationships through the ongoing delivery of projects and act as the key client contact on smaller projects, building an understanding of client needs and delivering outcomes that meet or exceed their requirements.

Expertise Development

Build relevant knowledge and expertise in sector through reading and engaging with colleagues, to develop greater understanding of clients and their environment.

Knowledge Building

Contribute to the codification of Clear Horizon's unique approach to measurement, evaluation and learning, including input into practice notes, training material, and communities of practice in these approaches to ensure ongoing development of knowledge and material.

Key Performance Indicators

- Utilisation rate
- Projects delivered on time and to scope
- Quality of proposals and projects
- Client satisfaction

Behaviours

- Teamwork
- Relationship Building
- Achievement Orientation
- Concern for Quality
- Conceptual Thinking

Working relationships

Internal – Business Group Leader, Consulting team

External – Clients

Qualifications and Experience

- Tertiary qualifications in the social or environmental disciplines that includes research methods.
- At least 2 years' experience working in standard measurement and evaluation tasks.
- At least 1 year of experience in project management and/or consultancy.
- Demonstrated experience in qualitative and/or quantitative analysis.
- Experience working with digital solutions in the measurement and evaluation field.
- Experience in collaborative stakeholder engagement processes.
- Experience in supporting the design and delivery of evaluations.
- Experience in supporting the development of measurement and evaluation (M&E) systems, and M&E plans/strategies or frameworks.
- Experience in supporting program logic/ theory of change processes.
- Cross-sectoral experience, and in working with government and/or non-government organisations.