

Position Description

Senior Consultant



Position details

POSITION TITLE	Senior Consultant
TEAM / UNIT	Lirata Consulting
BASE LOCATION	Naarm (Melbourne)
POSITION TYPE	Permanent full-time or part-time role (1.0 or 0.8 FTE)
HOURS	38 hours per week (pro-rata for part-time)
REMUNERATION	\$110,000 - \$125,000 per annum (dependent on experience) plus superannuation (pro-rata for part-time)
REPORTS TO	Chief Executive Officer

Introducing Lirata

Lirata Ltd (www.lirata.com) is an independent not-for-profit organisation based in Naarm (Melbourne), Australia. We acknowledge the Traditional Owners of the lands and waters throughout Australia on which we work. We pay our respects to their Elders past and present and emerging, and acknowledge that sovereignty was never ceded.



Our vision

A socially just world in which power, resources and opportunities are shared equitably, all people are fully valued and included, and people live sustainably and free from violence, abuse and exploitation.



Our purpose

Lirata is a social justice multiplier. Through consulting and capacity building, we strengthen the ability of organisations with a charitable or social purpose to achieve socially just outcomes for communities.



Our values

- Integrity
- Learning
- Collaboration & community
- Positive effective change

Lirata supports the work of individuals and organisations who are responding to those in need. We partner widely to develop constructive solutions to social issues. We specialise in the health, community services, education and development sectors, within Australia and internationally. We work with all tiers of government, non-profit organisations, service providers, peak bodies, advocacy organisations, socially engaged businesses and many others to assist them to:

- Become more **effective** in achieving their goals
- Achieve greater **sustainability**
- Adopt more **ethical and empowering** approaches

We operate as a social enterprise, delivering our work through consultancy, capacity building and systems advocacy. We assist our partner organisations with monitoring and evaluation, organisational and program review, leadership and organisational development, training and mentoring, strategic and operational planning, and data systems development.

Lirata has a team of core staff, a range of Associates who join us for specific projects, and a number of skilled volunteers. Our history in the sectors in which we work spans three decades. Our consulting practice was established in 2010. We are constantly growing, developing and exploring new possibilities. We invite you to work with us to help build a better world.

What we offer staff

- The opportunity to be part of a high-performing team, using innovative, best practice consulting methods
- A very positive, welcoming and collaborative culture, where all staff feel valued and included
- A high level of flexibility in work locations and times
- Regular opportunities for learning and development, training and mentoring
- Support to take the initiative and to lead projects and portfolios of work
- A fulfilling role contributing to positive social impact
- The benefits of charity salary packaging

Position overview

The Senior Consultant position is a leadership role within our consulting team. You will work closely with the CEO to plan and manage the delivery of a suite of consultancy services, with a primary focus on Monitoring, Evaluation and Learning (MEL). You will lead, supervise and directly contribute to multiple project teams, to design and deliver high quality consultancy services to meet the needs of our partner agencies.

Your main focus will be on MEL, assisting organisations to assess and improve their processes and their effectiveness in achieving positive social justice outcomes for communities. You will also have opportunities to contribute to other areas of Lirata's work, which aim to strengthen people and organisations, including leadership and organisational development, and training and mentoring to build individual and organisational capacity.

You will work in collaboration with our partner agencies, including community-based service providers, peak bodies, advocacy groups, policy and research organisations, and government departments. In this role you will engage and collaborate with a wide variety of stakeholders including members of diverse communities, people who use services, practitioners, organisational management, funders, subject matter experts and more. You will need excellent people skills to work well with the many stakeholders involved in our projects, to bridge diverse perspectives and negotiate mutually beneficial outcomes.

This role will draw on your full range of MEL skills and provide opportunities to continue developing them. You will mentor, support and work together with other members of Lirata's consulting team, including our other evaluation specialists, to deliver a variety of MEL projects. These range from independent external evaluations to collaborative co-delivered evaluations, service and organisational reviews, implementation of monitoring and reporting systems, MEL design, and MEL capacity and capability building.

As a senior member of our consulting staff, you will take a leading role in:

- Leading stakeholder engagement and management
- Leading project design, including developing ethical, technically sound, fit for purpose MEL methodologies and frameworks
- Leading teams of Lirata staff and Associates to implement projects, collect and analyse data, collaboratively develop findings, create deliverables and achieve agreed project outcomes
- Leading Lirata's capacity building work which aims to build the capabilities of our partner organisations through training and mentoring

- Providing oversight and quality assurance of consulting projects led by other staff
- Supervising, supporting and developing other Lirata consultancy staff, with a specific focus on developing MEL knowledge and skills
- Identifying consulting opportunities, liaising with potential project partners and bringing in new work
- Working closely with the CEO to assist in further develop and manage our consultancy services.
- Contributing to the development of Lirata’s systems and strategic directions.

Consultancy can be demanding. It is project-based, so you will need strong project planning and project management skills, but also the flexibility to adapt and find workarounds when things don’t go to plan. You will often work on multiple projects concurrently and need to be able to keep track of each one and switch between them readily. You will need to be conscious of project scope and work efficiently, with strong personal initiative and teamwork to achieve this.

Partner agency expectations are also high. Excellent written and verbal communication with our stakeholders is essential. You will be responsible for ensuring that project deliverables are achieved in a timely way and with outstanding quality. To achieve this, you will need outstanding conceptual, analysis and writing skills. You will also need an innovative mindset to design the best fit solutions for our project partners’ needs.

As a leader within our consulting services, you will place a high priority on staff support, workforce development, and strategic development of our consulting services, in addition to direct delivery of projects.

Accountabilities

AREA	ACCOUNTABILITIES
Project leadership and delivery	<ul style="list-style-type: none"> • Identify and scope the needs of partner organisations and stakeholders in relation to consulting, capability or other services. • Design and plan projects to meet project requirements. • Lead communication and engagement strategies to effectively involve stakeholders in projects. • Lead teams of consultants working on Lirata projects, including providing direction, mentoring and support for team members as appropriate. • Lead the implementation of project activities in a coordinated and flexible way to ensure effective provision of services. • Lead the development of project deliverables and supervise the contribution of other team members to these deliverables. • Monitor and communicate project progress, challenges and risks to colleagues and managers. • Contribute to project evaluation. • Oversee project administration. • Provide quality assurance oversight and advisory input to projects led by others
Research and MEL	<ul style="list-style-type: none"> • In collaboration with project partners, design and implement high quality MEL approaches, and broader research methods where relevant. This includes undertaking, and/or supervising other staff to undertake, the following: <ul style="list-style-type: none"> ○ Develop logic models and theories of change. ○ Develop research methodologies, MEL Frameworks and MEL plans.

AREA	ACCOUNTABILITIES
	<ul style="list-style-type: none"> ○ Develop data collection and reporting tools. ○ Undertake desk-based research such as review of program documentation and literature reviews. ○ Collect qualitative and quantitative data through a range of methods (e.g. surveys, interviews, focus groups, audits etc.) and securely manage datasets. ○ Conduct qualitative and quantitative analysis and document the results. ○ Collaboratively develop project findings and recommendations.
Reporting and documentation	<ul style="list-style-type: none"> ● Prepare written reports and other project-related documents to a high standard of content and presentation, as appropriate for professional research outputs. ● Gather feedback from project stakeholders and finalise reports and other documents incorporating feedback. ● Where appropriate, present project findings in relevant forums such as Steering Committee meetings, public forums or conference presentations.
Capacity and capability building	<ul style="list-style-type: none"> ● Lead the strategic development of our capacity building work which aims to build the capabilities of our partner organisations: <ul style="list-style-type: none"> ○ Lead the MEL team in the delivery of Lirata’s MEL learning modules and the development of new capacity building offerings for our partners ○ Build strategic relationships with key people and organisations to promote Lirata’s capacity building services ○ Strengthen the marketing of our capacity building services to reach new audiences, both individuals and organisations ○ Evaluate our capacity building offerings to enable ongoing improvement. ● Provide training and mentoring to partner organisations to improve capability, with a specific focus on MEL. ● Provide guidance to partner organisations in developing effective MEL systems.
Management, supervision and project oversight	<ul style="list-style-type: none"> ● Provide input to Lirata management decision-making and assist the CEO with management of consultancy operations. ● Assist with recruitment, training, supervision and development of consultancy staff, including providing supportive 1:1 supervision of some team members. ● Provide oversight and quality assurance for some projects led by other staff.
Business development	<ul style="list-style-type: none"> ● Develop and maintain networks amongst professionals in relevant sectors, monitor trends and opportunities and relay information back to Lirata staff. ● In collaboration with the CEO and other senior staff, tender for and bring in new work across our consulting and capability building streams.
MEL knowledge base	<ul style="list-style-type: none"> ● Develop and maintain sound theoretical and practical knowledge of MEL. ● Contribute to development of Lirata’s MEL knowledge base, approaches and tools.
General	<ul style="list-style-type: none"> ● Facilitate meetings, consultation processes and discussion forums involving a range of stakeholders. ● Communicate and collaborate in a professional, positive and effective manner with other Lirata staff and with project stakeholders. ● Understand and follow Lirata’s values, policies, procedures and systems.

AREA	ACCOUNTABILITIES
	<ul style="list-style-type: none"> • Take responsibility for fostering a safe, healthy and positive workplace for all staff. • Contribute to innovation and quality improvement in Lirata’s work, and assist in strengthening Lirata’s organisational and consulting systems. • Contribute to the ongoing development of Lirata through participating in planning, review, team meetings and other activities.

Key selection criteria

Qualifications

STATUS	CRITERIA
Essential	1. A tertiary qualification in an area relevant to Lirata’s work.
Desirable	2. Advanced training or study (e.g. at post-graduate level) in an area relevant to Lirata’s work.

Knowledge, skills and experience

STATUS	CRITERIA
Essential	<ol style="list-style-type: none"> 3. In-depth knowledge of, and/or networks within, the health, community services, education and/or international development sectors. 4. Outstanding people and communication skills, including the ability to positively engage and include a wide range of colleagues and stakeholders, and to lead structured group processes on complex, sensitive topics. 5. Demonstrated track record of at least 7 years (ideally 10+ years) work in successfully planning and managing complex projects, including successful completion of MEL projects. 6. Demonstrated track record of successfully managing and developing staff, and leading teams to achieve challenging objectives. 7. Excellent theoretical and practical knowledge of MEL, including a sound understanding of research ethics. 8. Demonstrated skills in MEL including developing logic models, theories of change and MEL Frameworks; conducting desk-based research; collecting and analysing data via interviews, surveys, workshops and other methods; and developing insightful project findings and actionable recommendations appropriate to a range of programs and organisations. 9. Demonstrated skills in writing clear, high-quality reports to the standard expected for professional research outputs. 10. High degree of capability in quickly learning and using complex research and project management software.
Desirable	<ol style="list-style-type: none"> 11. Demonstrated track record of success in delivery of consultancy services. 12. Demonstrated track record of success in management and/or government roles will be highly regarded in this role. 13. Demonstrated experience in delivery of training, coaching and/or mentoring.

Personal qualities

STATUS	CRITERIA
Essential	14. Demonstrated commitment to social justice. 15. Outstanding attention to detail. 16. A conscientious worker, with high levels of initiative, ethics, focus and personal organisation. 17. Flexibility and ability to accept and learn from feedback and experience. 18. Collaborative ethos and ability to work positively and effectively in teams. 19. Innovative thinking and a solution-focused mindset.

Other important information

- We are an equal opportunity employer. We recruit for diversity, as well as skills and organisational fit.
- Lirata is a LGBTIQ+ inclusive and supportive organisation.
- We value cultural diversity and welcome people from all backgrounds.
- People from Aboriginal and Torres Strait Islander backgrounds are encouraged to apply for this role.
- Terms and conditions for employees are in accordance with the National Employment Standards.
- Appointment is subject to satisfactory completion of a Working with Children Check and National Police Record Check.
- Standard work hours are 9.00am – 5.00pm, however we can accommodate flexible working arrangements. This position will involve a mix of work from home, and office-based work.
- This position may require periods of regional and interstate travel.
- All appointments are subject to a 6-month probationary period with a formal 3 and 6 month review. Successful completion of the probationary period is a precondition for ongoing employment.
- All Lirata staff must work within our organisational policies and procedures, including our Code of Conduct and our performance management system.
- All position descriptions are subject to periodic review in consultation with staff.
- As Lirata is a small organisation, there is substantial flexibility required within the roles of staff. Employees may be required to perform other duties as directed, in accordance with their skills and experience.

How to apply

- Forward your application by email, addressed to Maria Brett at: recruitment@lirata.com
- Applications must include:
 - A cover letter of no more than 3 pages, explaining your interest in the role and addressing the Key Selection Criteria. (It is not necessary to address the personal qualities in detail.)
 - Your up-to-date CV.
 - The names and contact details of two referees.
- Applications which do not meet the above requirements may not be considered.

For all enquiries about this position, please contact:

Maria Brett

Chief Executive Officer

recruitment@lirata.com

Document control

VERSION	3
POLICY AREA	HR
APPROVED BY	CEO
APPROVAL DATE	10 January 2024
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