

# Position Description

## Consultant, Think Impact

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*Think Impact makes all hiring decisions based on the ability to perform the job requirements and alignment to our purpose and values. Our work requires the ability to understand and represent a wide variety of lived experiences and we believe a diverse team helps equip us to deliver better results. We actively work to provide a safe and supportive workplace where everyone feels they belong.*

<b>Tenure:</b>	Ongoing
<b>Usual hours of work:</b>	Think Impact offers flexible working arrangements. The role can be full-time (37.5 hours) or can be tailored for people able to work 3+ days per week or more.
<b>Based:</b>	Melbourne
<b>Salary range:</b>	\$65,000 – \$95,000 plus superannuation, based on skills and experience. Plus annual profit sharing bonus.
<b>Position reports to:</b>	Think Impact Director or Associate Director

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## About Think Impact

Think Impact is a specialist social impact and sustainability management consultancy that supports, enables and inspires organisations to manage for better impact. Our work includes impact measurement, impact-led design, impact evaluation, sustainability strategy and reporting, ESG analysis, social valuation, stakeholder engagement and change management. Think Impact is a certified [B-Corp](#) and is motivated by the desire to see positive change in the world, where organisations create long-term value that benefits all.

We are a small but growing team with a flexible, supportive and fun culture that encourages and supports learning. We have a flat management structure, operating in small project-focused teams to deliver the best results for our clients. Our working style encourages people to contribute their individual interests and perspectives and contributing to ‘on the business’ development in areas that are most meaningful to them. Each team member is appointed a ‘contribution manager’ with regular engagement to support learning, professional development and wellbeing in the workplace. Our office is located in a great co-working space in North Melbourne, mixing with a wide range of organisations that reinforce our commitment to create positive social change. We can also accommodate working from home and have systems in place to support this.

Our values are core to how we work:

- **Persistence:** What we do is not easy. We value the ‘how’ and ‘why’ over the ‘why not’. We don’t give up.
- **Rigour:** Our decisions and guidance are based on sound evidence, high standards of research and an understanding of broader systems. We care about quality.

- **Inclusivity:** We ensure that all voices are heard. We seek to develop systems and economies which work for all. We recognise that views different from our own are valuable. We value diversity in all forms.
- **Discovery:** We are excited by new ideas and support their development as a team. We recognise change is not always welcome or popular. We are not afraid to stand out from the crowd.
- **Energy:** We act with a sense of controlled urgency and nurture positive energy. We are dynamic. We support each other to live positive lives.

Our culture encourages team members to be driven by purpose, self-manage and bring their 'whole selves' to work. Our goal to support our people to live with purpose and fulfillment.

For more information about us, see our [2020 Sustainability Report](#).

## About the role

As a Consultant at Think Impact you will be assisting business, government and for-purpose organisations to understand, communicate and transform their impact. You will be working in a fast-paced environment to produce solutions for our clients.

In our team-oriented and client-centred environment, everyone is expected to pitch in to deliver and work flexibly to meet the demands of our clients.

The responsibilities of the role include:

- **research and analysis:** conducting literature reviews, stakeholder engagement, survey design and data collection, entry and analysis and interpretation of results. You will need advanced data analysis and Excel skills, and a passion for making meaning out of data and presenting it in engaging ways.
- **project delivery:** contributing to all aspects of project delivery including creating solutions, producing reports and other deliverables, and liaising with clients. You will be given the opportunity to develop your project management skills by managing increasingly complex projects with guidance and support.
- **business development:** contributing to proposal writing and advancing your business development skills through representing Think Impact at events and forums and assisting other team members.

## About you

You are passionate about making the world a better place, and willing to put in the effort required to make genuine, lasting, systemic change. You are comfortable with the uncertainty and exploration that comes with pushing the boundaries of current thinking and approaches to change systems. You are confident in the core business of consulting: **solving problems**.

It is essential that you have:

- **Experience:** a minimum of three years' work experience in a related field, preferably with previous experience in a consulting (or similar) environment. You may not have direct experience in social impact, but you're excited about the potential to use your skills and passion to drive change.
- **Research skills:** highly competent in desktop research and strong capabilities in quantitative and qualitative research methods.
- **Data analysis skills:** skills in data collection, analysis, evidence gathering and communication. Data visualisation skills would be beneficial.
- **Conceptual analysis:** ability to deal with complex concepts and issues, analyse and articulate current and future priorities, identify emerging issues, and clearly convey options and advice.

- **Focus on delivery:** an understanding of the core skills required to successfully deliver projects, an ability to juggle multiple projects, and a willingness to provide support wherever necessary.
- **Communication skills:** demonstrated ability to tailor communication (written, verbal and visual) to obtain or communicate information, insights and ideas. Importance is placed on the ability to listen to stakeholders and clients to understand their needs.
- **Self-management:** ability to manage your own workload and use your initiative. You can prioritise what needs to be done and responding with 'how' rather than give reasons 'why not'
- **Core MS Office skills:** proficiency using MS Office software. Experience with other tools such as Tableau, Canva and Lucid Chart is desirable.

Please highlight any of the following in your application: training or experience in impact measurement, evaluation, theory of change, outcomes frameworks or Social Return on Investment (SROI).

## Employment information

- Applicants must have the right to work in Australia.
- All employees are subject to a six-month probationary period.