



JOB DESCRIPTION: Consultant

JOB TITLE: Consultant

JOB TYPE: Permanent Part-Time or Full-Time (0.5 FTE – 1 FTE as negotiated) OR Short-term contract opportunities

PROBATION PERIOD: 3 months

LOCATION: Home-based

SUPERVISOR: Director

DIRECT REPORTS: Nil

AWARD: Award free position

FINANCIAL DELEGATIONS: Nil

INDICATIVE SALARY: \$80,000 - \$118,000 (pro rata) + super

JOB PURPOSE:

This position is responsible for providing management consulting services to our business, not-for-profit and government clients.

MAIN DUTIES & RESPONSIBILITIES:

Under the direction of the Principal Consultant, the Consultant's duties include:

- consult directly with clients;
- provide advice on complex matters and add value to the client's business/organisation;
- contributing to the development of client projects including planning, research, analysis, writing and editing;
- preparing client deliverables including written reports, plans, funding submissions and other written documents;
- liaising with clients regarding enquires and projects;
- analysing client requirements and developing proposals;
- contributing content to market the businesses capabilities (i.e. blog content, white papers)
- project management;
- administrative duties; and
- other duties consistent with this level.

QUALIFICATIONS:

- tertiary qualifications in relevant field (for example: business, economics, urban and regional planning, commerce, marketing, communications or similar)

EXPERIENCE:

The Consultant will bring experience in at least some of the following areas:

- research and analysis of technical and industry-specific matters;
- research and preparation of needs analysis and feasibility studies;

- research and preparation of business cases and funding submissions within a not-for-profit, government or business setting;
- preparation of funding strategies, pitches and prospectus;
- preparation of business strategy documents, including business plans, sustainability plans marketing plans and financial modelling;
- working directly with clients and/or key stakeholders; and
- research and report writing.

SKILLS:

The Consultants needs to demonstrate:

- excellent research skills;
- excellent analytical skills;
- excellent written and verbal communication skills, including adjusting communication style to suit the audience;
- excellent proofreading and editing skills;
- excellent time management skills and ability to multi-task and prioritise work;
- attention to detail and problem-solving skills, with an ability to suggest improvements;
- self-motivation and ability to work remotely without direct supervision
- proficiency in MS Office;
- confidence with technology tools, with the ability to quickly adopt new ways of working;
- personal conduct that reflects a professional image and the values of our organisation; and
- willingness to work flexible hours when required.

PERFORMANCE GOALS:

- Accurately complete assigned tasks within required timeframes.
- Identify opportunities to improve workplace practices and suggest solutions.
- Deal with clients, suppliers and team members professionally at all times.

WORK ENVIRONMENT:

Work will be typically conducted at Consultant’s home office, and/or alternative location agreed as suitable. Ideally, the Consultant will be based in a location that allows them to work from time to time from the Director’s home office in Busselton or from a coworking space we utilise in the Cockburn area.

This Job Description was endorsed by the Director of CreativeIQ PTY LTD as the Trustee of the CreativeIQ Trust trading as BlueSalt Consulting on 24 August 2024.



Date: 24 August 2024