

POSITION DESCRIPTION

POSITION: Associate – Special Projects
LOCATION: Wellington
RESPONSIBLE TO: Senior Associate (People Manager)
EFFECTIVE: January 2018

Context of the Position

An Associate contributes to the achievement of *Allen + Clarke's* objectives, and those of our clients by developing high quality, well-researched and reasoned advice in conjunction with other Associates and Directors. This involves applying *Allen + Clarke's* frameworks and delivering specific projects with some supervision.

About Allen + Clarke

Allen + Clarke develops and delivers high quality products for our clients.

Our primary focus is on the New Zealand public sector. We also work within the public sector, not for profit and private sector clients in New Zealand, Australia, the Pacific and South Asia.

Allen + Clarke has proven expertise in:

- Project and programme management
- The development and implementation of public sector strategies and policies
- Evidence-based policy, research and evaluation
- Inter-sector policy, research and evaluation projects involving multiple stakeholders
- Legislative and regulatory reviews
- The design of regulatory instruments
- Consultation and engagement processes
- Business Case development
- International development assistance

Allen + Clarke delivers its work to clients using individual staff and specially formed project teams. Staff are assigned to projects by the Director Operations, who will draw on the experience and skills of staff from across *Allen + Clarke*, and also provide opportunities for staff to challenge themselves by working in new areas.

Direct contribution to the role of Allen + Clarke

The Associate will directly contribute to *Allen + Clarke* through contributing to the firm as a team member, to projects as directed by the Directors and Management Team.

Purpose and Key Accountabilities

Purpose of the Role	Key Accountabilities and Deliverables
Working knowledge and application	<ul style="list-style-type: none"> • Deliver services in line with the brief supplied by the client • Prepare high quality advice for clients, and identify possible issues important to their sector • Actively contribute to the quality control of products and services through regular participation in peer review, appraisal and discussion of issues • Undertake increasingly complex tasks and deliverables for clients, with decreasing supervision • Ensure work is well-informed by research, several options are considered, and analysis is comprehensive and appropriate • Keep fully up to date on relevant policy, regulatory and evaluation issues and developments and apply these insights • Participate in opportunities to increase the flow of ideas and lessons from experience across <i>Allen + Clarke</i>, and to integrate research evidence and insights into policy work
Planning and project participation	<ul style="list-style-type: none"> • Contribute to team and <i>Allen + Clarke</i> planning processes and develop project plans to deliver small projects and own project work • Scope and size tasks, identify inter-dependences, and plan timeframes and deliverables • Use <i>Allen + Clarke</i> project management guidelines and processes to ensure delivery of services within timeframe and budget • Develop familiarity in using Abtrac to monitor budget and time spent on tasks • Contribute to the planning and delivery of more complex projects, with decreasing supervision • Seek appropriate managerial input when identifying risks • Lead small, moderately complex projects with limited risk and sensitivity, or participate in larger, more complex projects, with some supervision • Undertake any other tasks, as requested
Represent <i>Allen + Clarke</i>	<ul style="list-style-type: none"> • Represent <i>Allen + Clarke</i>, with support, on routine matters in a range of situations including client meetings, business development and networking opportunities
Business Development	<ul style="list-style-type: none"> • Develop key contacts as a source of information • Identify information from clients and networks of value to <i>Allen + Clarke</i> and appropriately share that information • Seek out and participate in relevant professional networks • Participate in opportunities to contribute to business development including developing proposals for new work
General functions	<ul style="list-style-type: none"> • Contributes to team and <i>Allen + Clarke</i> planning processes and all activities to enhance the effective operation of the firm • Communicates effectively with the Directors, Management Team and other <i>Allen + Clarke</i> staff members • Undertake any other tasks, as requested

Person Specification

Qualifications

A tertiary qualification in Public Health or Human Nutrition is desirable, preferably at post-graduate level.

Experience

- Experience in public health and/or human nutrition analysis in the public or private sector.
- Some experience in project management would be an advantage.

Technical Knowledge

- Demonstrated understanding of core public health and/or human nutrition concepts and approaches.
- Knowledge of public health approaches to support child health and wellbeing and reduce childhood obesity would be an advantage.

Personal Factors

The appointee will enjoy working within a team environment that also offers scope for autonomy. They have great relationship management skills and work comfortably with a wide range of people including our clients.

Our work requires a person with excellent organisational skills and an ability to meet all deadlines. The appointee will know how to work with pace, to identify risks and issues, and to mitigate them as part of a team or a project.

The appointee must show an ability to communicate effectively with the *Allen + Clarke* team, including the Directors and Managers, and with clients. They must not be afraid of coming forward with opportunities and issues.

Consulting Behaviours

Communicating Effectively

- Express ideas clearly, logically and succinctly
- Proof read effectively to avoid spelling and grammatical errors in their work
- Accurately identify key messages and support these with relevant information, data, and examples
- Ask open questions to appreciate and learn from others' point of view
- Demonstrate active listening skills by summarising what others have said to check own understanding
- Put forward own views in a clear and constructive manner, using an appropriate communication channel, e.g. email/ telephone/ face to face

Interpersonal Skills

- Build rapport with all kinds of people

- Respect differing viewpoints
- Recognise the impact of their own behaviour on others

Learning and Development

- Be willing to take on unfamiliar tasks and try new approaches to learning on the job
- Integrate new learning into work practices to improve them
- Assess successes and failures to learn from experience and develop and grow
- Keep abreast of developments in their technical discipline and sector knowledge

Problem solving

- Clearly define the problem and how to deal with it
- Recognises similarities between the current problem and previous situations
- Use evidence to support analysis and decision making
- Offer realistic and workable solutions
- Identify where risk may occur
- Involve the right people in the decision making, as needed
- Provide appropriate information to support informed decision making by others
- Seek guidance as needed when the situation is unclear

Dealing with Ambiguity

- Continue to work effectively when things are up in the air
- Identify what actions they can take to provide greater clarity to a situation or task
- Move between tasks and activities without having to finish each one first
- Make sound decisions in situations that are new
- Raise issues of concern promptly with appropriate person for resolution, as needed

Personal Resilience

- Prioritise tasks appropriately and deliver them in the most effective manner
- Remain composed and focused under pressure
- Keep difficulties in perspective
- Understand their personal stressors and take steps to limit their impact
- Plan and negotiate adjustments to workload to minimise stress

Consulting Competencies

External Awareness

- Know *Allen + Clarke's* relationships with clients relevant to their areas of work
- See their own work in the context of the bigger picture
- View issues from a range of different perspectives and understand the perspectives of clients and their stakeholders
- Be building a suitable network of external contacts directly related to their areas of work

Managing Client Relationships

- Actively listen to gain a full understanding of client needs
- Be able to identify key decision makers and influencers
- Give top priority to ensuring a positive client experience
- Adjust service based on client feedback
- Know when to refer complex questions to knowledge experts

Consulting Approach

- Participate in activities that contribute to business development
- Prepare an appropriate template for a proposal, gather contributions from others and craft the content to respond to the client's needs
- Be familiar with the steps in planning and project management
- Be developing an ability to scope and size tasks, identify inter-dependencies, and plan timeframes and deliverables, with some supervision
- Successfully deliver projects, with some supervision
- Be developing an ability to use Abtrac to monitor budget and time spent on tasks
- Have a strong sense of urgency about getting things done on time and on budget
- Maintain productivity by staying focused on tasks in spite of distractions
- Concentrate their efforts on the more important priorities
- Identify likely pressure points well in advance and make adjustments to meet deadlines

Understanding the Business

- Understand how their work contributes to the strategic goals of the business
- Make connections between their work and the work of others and pass on information to the right people
- Be aware of how to work effectively through formal and informal channels
- Take responsibility for keeping costs in their work contained
- Comply with reporting requirements
- Comply with all *Allen + Clarke* policies and procedures