

WHO ARE WE LOOKING FOR?

We look for people at all stages of their career, including those just starting out.

You will fit in well if you are smart, passionate, capable and flexible and enjoy working with pace on multiple streams of work.

Those who succeed at Allen + Clarke:

- + Share (and model) our values
- + Seize on-the-job opportunities to grow their expertise
- + Put up their hand to lead work
- + Aren't scared to try working in new sectors, in-house at clients or on completely new areas of work
- + Are great at forging relationships
- + Aren't afraid of hard work – or juggling multiple things
- + Make suggestions for improvement
- + Step in to help their mates when they need it
- + Have outside interests and a sense of fun and humour.

WE GIVE A DAMN

- + We care about our people and support them to become masters of their craft
- + We form lasting and trusting relationships with partners and clients
- + We want our clients to love what we do
- + We take pride in delivering our best - we do not compromise on quality.

WE ARE COURAGEOUS

- + We are confident enough to challenge the status quo
- + We make the hard calls
- + We tell it how it is - we are direct and honest
- + We are determined.

WE ARE COMMITTED TO MAKING A DIFFERENCE

for our people, our clients and society.

GROW YOUR CAREER with Allen + Clarke

OUR COMPANY PURPOSE IS TO...

“ Mobilise passionate and capable people to tackle the challenges facing society. ”

WHY JOIN US?

- + Allen + Clarke is a dynamic and agile public policy consultancy that invests in our people and is focused on making a difference to society.
- + We believe strongly that businesses can partner with government to lead important social change.
- + Our clients include public sector, private sector and non-government agencies.
- + If you join Allen + Clarke you can expect to work on a wide variety of policy, research, evaluation and support projects across a wide range of sectors.
- + We are looking for people who can work at pace, are flexible, and relish a challenge.

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ALLEN+CLARKE

Find out more about us online
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ALLEN+CLARKE

HOW DO WE WORK?

Our approach is to put together teams to deliver projects. As an employee of Allen + Clarke you will lead and contribute to projects in a range of areas, drawing on internal team members and partner agencies, including technical specialists.

You will work directly with clients and will be exposed to regular, direct engagement with sector bodies, consumers and advocacy groups.

You are likely to have the chance to work in-house at clients' offices, learning how different agencies operate and the challenges they face.

You will also contribute to internal project and task-based work, for example, business development, networking, marketing and business improvement efforts. You will work for paying and pro bono clients.

You will travel domestically to meet with different stakeholders. You may travel internationally, or support international projects, particularly in the Pacific.



WHAT ROLES DO WE OFFER?

Allen + Clarke operates two 'practices' and has a wider policy group. While some people specialise, most of us work across all the three areas.



EVALUATION + RESEARCH PRACTICE

We undertake a large number of evaluation and research projects – looking at how services, programmes and activities operate and identifying improvements.

There's a heavy field-based component to our work.



POLICY + GOVERNMENT SUPPORT

Our team works across all areas of the policy cycle, identifying and defining problems, assessing options for resolving problems, consulting with stakeholders and developing all the core policy documents that Government agencies, Ministers and Parliament require.



SECRETARIAT PRACTICE

Our secretariat staff support a range of committees and groups with the running of meetings, development of annual plans and reports, consultation exercises, the management of contracts, and the design and operation of grant schemes.



Our high performing and responsive corporate support team provides administrative support to the team, and direct to our clients.

WHAT IS OUR WORK ENVIRONMENT LIKE?

If you join Allen + Clarke, expect:

- + a comprehensive induction
- + an individualised Professional Development Plan
- + regular and specific feedback
- + a collegial and collaborative environment
- + to be recognised and rewarded for great performance
- + support to grow your career through project work, on-the-job coaching, mentoring, and formal training, and
- + flexibility to manage your work-life balance.

WE ARE ALWAYS INTERESTED IN MEETING NEW PEOPLE
- COME AND HAVE A COFFEE IF YOU WANT TO KNOW MORE
ABOUT JOINING US.

Find out more about us online
www.allenandclarke.co.nz