

Consultant Role



- Showcase your top-draw administrative skills and experience in supporting advisory bodies
- Grow your project management skills
- Work on a variety of projects for a range of clients
- Join a flexible, hard-working and committed team
- Help us to make a difference

Are you looking for a new challenge? *Allen + Clarke* needs someone with great administrative skills, strong written communications skills, excellent numeracy skills and an eye for detail. You will be keen to build on your experience in delivering high quality services to advisory bodies. You need to be able to plan, manage and contribute to high-quality, projects within a team environment. You can work consciously and mindfully across cultures and with differing cultural knowledge frameworks. This position is based at our Wellington office in The Woolstore in Thorndon, and may involve travel in New Zealand, and to Australia and the Pacific.

Allen + Clarke is a consultancy company that works with government, NGO and private sector clients on projects that matter. Our Secretariat and Programme Management Practice works collaboratively with colleagues in our other Practices (Policy, Business Change, and Evaluation + Research). Our projects can be long or short term. They can be individual, or team based. Our people are flexible, hard-working and committed. They care and want to make a difference. They know how to work with pace. They never lose sight of quality. They are good at identifying opportunities, risks and issues and mitigating them to ensure success for our clients.

Come join us if you:

- are a great administrator with experience in supporting a range of advisory bodies including committees, reviews/inquiries and/or Boards
- enjoy delivering pragmatic solutions over multiple projects at one time and enjoy working in a fast-paced policy environment
- like networking and meeting new people
- have an ability to anticipate risks and the consequences of decisions and commitments
- have a strong client focus and enjoy working with organisations to identify and meet their needs, and
- care and want to make a difference.

We think the best candidates will have 3+ years' experience in providing secretariat services in either a public or private sector organisation.

If you have any questions or would like a copy of the position description, please contact Philippa Tinetti on 04 890 7300 or ptinetti@allenandclarke.co.nz.

To apply, please email a covering letter and your CV to Philippa at the above address.

Applications close at 9am Monday 2 December 2019. Interviews are likely to be held in mid-December 2019.