



We are looking for motivated Graduates to join our fast-paced consultancy firm in Wellington

Allen + Clarke is a Wellington and Melbourne based consultancy company that provides policy and regulatory advice, business change, research and evaluation, and governance, secretariat and programme support services to government, private sector and not-for-profit clients in New Zealand, Australia, the Pacific and Asia. We are well-recognised as a policy leader: our clients come to us for trusted advice on a wide range of issues. You can find out more about us at www.allenandclarke.co.nz.

We are looking for motivated Graduates to take on a role that:

- includes a diverse range of work
- provides opportunities to learn and develop, and
- is busy and constantly changing.

We work hard and fast to meet our clients' needs by delivering excellent products. They appreciate our creative and challenging approach and have confidence in our proven ability to deliver practical solutions to their issues. Our local and global experience makes us a business partner of choice for many public sector agencies. Our projects can be long or short term. They can be individual or team-based. They may involve working in-house with our clients or at our offices.

Allen + Clarke provides a collegial environment. We invest in our people and support them to grow their policy, regulation, research, evaluation, governance, secretariat, and project management skills. Our people are flexible, hardworking, and committed. They know how to work with pace and enjoy working on multiple streams of work without dropping the ball. They are good at identifying opportunities, risks and issues and mitigating them to ensure a project's success. Our people 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.

We are looking for Graduates who have these skills. Applicants will need to demonstrate:

- awareness of work in the following areas:
 - policy and regulatory
 - governance, secretariat and programme support and/or
 - research and evaluation
- ability to self-manage and to manage multiple pieces of work at the same time
- ability to work successfully within, and make a contribution to, a team, and
- an awareness of kaupapa Māori principles.

To apply for this position please email your CV and a brief cover letter to recruitment@allenandclarke.co.nz. Additionally, we ask all applicants to answer the following questions in a separate document and attach it to their application.

Please answer the following questions, in 200 words or less:

1. Why are you interested in working for *Allen + Clarke*?

WE TELL IT
LIKE IT IS



2. What you will bring to *Allen + Clarke* from your life or work experience?
3. What do you bring to working as part of a team?

If you have any questions, please contact Lizzie Johnsen on 021 594 780 or recruitment@allenandclarke.co.nz.

The roles are Wellington based and will start at the end of January 2021

All applicants for this position must have the right to work in New Zealand.

Applications close 5pm Friday the 9th of October