



Senior Consultant

- Be recognised as an expert in the provision of practical governance and Board level meeting management services
- Use your tried and tested project management skills
- Apply your people management knowhow
- Work on a variety of projects, for a range of clients
- Grow our Governance, Secretariat + Programmes Practice
- Bring your 'can-do' attitude
- 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 extensive experience supporting decision-makers to make the right calls. You may have led the provision of governance or meeting management services to advisory bodies like committees or Boards, managed complex projects from start to finish or implemented new policies or services. You need to be able to plan, lead and deliver all elements of high-quality secretariat services within a team environment. Identifying and chasing new opportunities energises you. You can work consciously across cultures and successfully engage with senior leaders and diverse communities with differing cultural, social, and political frameworks. This position is based at our Wellington office in The Woolstore in Thorndon.

Allen + Clarke is a consultancy company that works with government, NGO and private sector clients on projects that matter. Our Governance, Secretariat + Programmes Practice works collaboratively with colleagues in our other Practices (Policy + Regulatory 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:

- love providing high-quality support to decision-makers (including governance and policy advice and/or meeting management services)
- are energised by the thought of developing new business opportunities
- enjoy people management and supporting teams to be the best they can be
- enjoy delivering pragmatic solutions over multiple projects at one time
- are comfortable with change and working in a fast-paced environment
- have an ability to anticipate risks and the consequences of decisions and commitments
- like networking and meeting new people and have experience in managing diverse relationships

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- 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 10+ years' experience in providing a wide range of governance and meeting management services in public or private sector organisations. Demonstrated experience in people management is essential.

If you have any questions or would like a copy of the position description, please contact Lizzie Johnsen on 021 594 780 or recruitment@allenandclarke.co.nz.

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

Applications close at 9am Monday 28th September 2020. Interviews are likely to be held in early October 2020.