

Associate Consultant

Full-time, initially 12-months with a view to ongoing
Melbourne

About the opportunity

Reporting directly to Miles Morgan Australia's (MMA's) Head of Implementation, the Associate Consultant will be able to:

- Undertake the necessary research and data analysis to provide informed, concise and relevant advice
- Deliver timely, high-quality inputs that directly contribute to the delivery of MMA projects
- Undertake applied research and quantitative data analysis relating to the care economy.

The Associate Consultant is a flexible, organisation-wide resource with an ability to problem solve, facilitate knowledge sharing and recommend solutions that meet the requirements of our client and/or the expectations of their funders.

Key duties and responsibilities

- Under the direction of senior staff, deliver research and recommendations to support the delivery of complex projects to an excellent standard
- Communicate and collaborate with stakeholders both internal and external
- Assist with the development of reports and presentations for non-technical and executive audiences
- Identify challenges to service and project delivery, problem solve, and elevate for decision/ intervention of the Head of Implementation when necessary
- Assist in the conduct and scribing of meetings, focus groups and workshops
- Ensure work is delivered on time and to the required specifications
- Support continuous improvement of MMA's delivery approach by adhering to corporate policies and contributing to, or participating in, internal quality-assurance processes, post-implementation reviews, or other relevant practices.

Requisite technical expertise

We are seeking an individual with proven experience in:

- Research relating to social issues and policy development
- Supporting development of reports and presentations that translate technical, business, project and planning issues into plain English to support decision making
- Applying problem-solving and strategic thinking approaches to help navigate complex operational and delivery environments

- Working within a structured project management framework to successfully deliver on time and on budget.

As MMA works with a range of government departments and agencies, it is likely that the Consultant will be required to undergo a standard national police check every 6 months (<https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>), and for larger, long-term projects may be required to obtain a security clearance (<https://www.defence.gov.au/security/clearances>).

About the individual

We would expect the successful individual has:

- A passion for work that creates a positive social impact
- Familiarity with a variety of quantitative and qualitative research methodologies
- Strong analytical skills with the ability to undertake applied research and quantitative data analysis
- Flexibility and the capacity to adapt to change as projects develop
- Great communication and collaboration skills with technical and non-technical stakeholders
- Proven time management and priority setting skills, delivering work often with competing deadlines
- 1-2 years' experience working in a professional services environment with a consulting and problem-solving lens.

About Miles Morgan Australia

MMA is a privately owned and operated Australian firm with 25 years of experience, nationally and internationally, in strategic and advisory services, data analytics and visualisation, organisational capability improvement and applied research and evaluation. We are driven by our values: Integrity, Team, Purpose, Excellence.

By bringing best of breed solution to our clients, our work has helped governments and organisations to shape strategy, design and refine operational policies and business practices, as well as implement efficient, impactful programs, services and new technology.