

Position description

Position details	
Position title:	Associate Consultant / Consultant – Environment and Sustainability
Employment type:	Permanent full time (0.8 part time considered for the right candidate)
Remuneration (pro rata for part time)	<p>Salary</p> <ul style="list-style-type: none"> • Associate Consultant: \$83,000 - \$93,000 • Consultant: \$94,000 - \$104,000 <p>Other benefits</p> <ul style="list-style-type: none"> • 11% superannuation • 5-weeks annual leave
Location:	Typically, a combination of office-based (Melbourne CBD) and working from home. Remote applicants considered.
Start date	ASAP

The organisation

Based in Melbourne, First Person Consulting (FPC) is a specialist social research and evaluation consulting firm that works across the social, health and environmental areas. Since starting in 2015, the team has completed over 250 different research, evaluation and design projects across a range of sectors including climate change, sustainability, innovation, public health and social justice.

Clients typically include state and local governments, not-for-profits, non-government and community sector organisations. FPC is a flexible, purposeful organisation driven by our employees' passions and interests. Our team pride themselves on their easy-going natures and ability to deliver high quality work.

You can find out more about us on our website: www.fpconsulting.com.au.

Position overview

FPC undertakes a wide variety of projects in the environment and sustainability sector. This includes research, evaluation or design of projects that focus on (for example) natural resource management, energy efficiency, climate change mitigation and adaptation and sustainable agriculture.

We are experiencing a time of exciting growth within this portfolio and are looking for an enthusiastic Associate Consultant or Consultant to join the team. The roles fulfill similar responsibilities in regards to the 'day-to-day', which typically includes:

- Writing tenders and contributing to winning new work
- Managing small to medium sized projects, seeking support or advice from senior staff as required

- Developing program logics and evaluation plans
- Document and literature reviews for projects
- Developing and implementing data collection tools, and analysing data
- Preparing reports, presentations, and other outputs
- Contributing to workshops, presentations and training for clients supported by senior staff
- Administrative tasks and other duties as directed

We have a variety of exciting projects underway and upcoming. We're looking for a dynamic individual with an eye for detail eager to contribute to these opportunities as part of a fun team committed to helping make the world more just and sustainable.

About you

Our core business is social research and the evaluation of programs, projects, policies and services. As such, we are looking for someone with an interest in applying their research skills to a broad range of projects with government and non-government clients related to natural resource management, sustainability (including energy efficiency), climate change, and waste management.

The role will suit someone with several years of relevant experience looking to apply their research and evaluation skills to projects that make a difference to the environment. The role is permanent full-time, with part-time (0.8 FTE) considered for the right applicant. You will need to have full working rights in Australia.

Capability with the Microsoft Office Suite (particularly MS Word, Excel and PowerPoint) is essential. The role will involve analysis and management of data and information. You should be capable and comfortable working with and analysing quantitative and qualitative data. As such, attention to detail and an interest in mixed methods will be important.

Ultimately, we are looking for someone who is keen to learn, be part of a team and contribute their skills in research. Our reputation is built primarily on the efforts of our team – this is an opportunity to join that team and contribute to impactful work that results in positive environmental outcomes.

Benefits

At FPC we pride ourselves on our flexible and adaptable work environment. We emphasise a strong team-based culture where we support each other, and in turn are supported. Staff have the opportunity to develop a professional development plan and are encouraged to participate in a range of activities, including fortnightly practice sharing and team building, among other things. Finally, all staff at FPC receive five weeks of annual leave (pro-rata) to encourage staff to apply themselves to their work but also balance this with time for rest and recreation.

Cover Letter and selection criteria

Your cover letter should outline your interest in the role and joining FPC, In terms of the criteria that will guide the selection process, we are looking for someone with:

- Demonstrated knowledge and interest in the environmental sector, and some form of tertiary study in a relevant discipline (postgraduate desirable)
- Demonstrated experience in undertaking data collection (qualitative and quantitative)

- Demonstrated experience in data analysis, report writing, and other communication-style products
- Demonstrated experience in professional roles that involve on balancing competing priorities, and working within teams
- Demonstrated experience in evaluation roles or functions (highly desirable)

To apply:

Application submission¹	
Submit your application:	Online via this link
Please include:	<p>A cover letter (no more than two pages) addressing the key selection criteria and your interest in the role</p> <p>An up-to-date and tailored CV which addresses the scope and needs of the role as outlined in this Position Description</p>
Any questions:	<p>Contact FPC via email:</p> <p>admin@fpconsulting.com.au</p>
Deadline for applications	Wednesday 24 April 2024 @ 9am

¹ All applicants will be informed of the outcome, but we are unable to provide feedback on individual applications.