



We are Cox Inall Ridgeway. We are a specialist team of change makers working towards an equally prosperous Australia. We commit to placing First Nations peoples inherit rights to exercise self-determination at the heart of our projects. Our core values reflect our sense of responsibility for intergenerational equity and social change, grounded in both First Nations and Western ways of knowing and doing, that guides and motivates our work

Find out more at: www.coxinallridgeway.com.au

Brand: Cox Inall Ridgeway	Job Title: Consultant	Reporting to: Senior Consultant
<p>Role Purpose: As a Consultant, your primary focus is to assist the team in delivering exceptional work and experiences to clients, while actively supporting the CIR Leadership in managing the day-to-day client tasks assigned to you. Under the guidance of a Senior Consultant, you become known as a go-to person on the account for driving work forward, contributing to the successful development and rollout of never-before campaigns.</p> <p>You are a thinker, curious and passionate about delivering better outcomes with First Nations peoples. Your lived experience will demonstrate a level of First Nations cultural understanding and how to work closely with First Nations stakeholders. At Cox Inall Ridgeway, you will work with the team to develop and foster client service accounts. You will be responsible for project management by supporting community engagement, delivering project milestones, report writing and analysis, research tasks, and involvement in new business initiatives, tenders, and pitches.</p> <p>No matter how big or small the task may be, you constantly provide energy and excellence, allowing those around you to thrive.</p>		

Accountabilities			
Strategy / Clients	People	The Work Performance	Financials & Pipeline
<ul style="list-style-type: none"> • General understanding of First Nations affairs. • Supporting the management of larger client projects with a Senior Consultant and leading on smaller projects • Day to day stakeholder engagement with clients. • Able to develop existing or new relationships with First Nations community/ies. 	<ul style="list-style-type: none"> • Using your knowledge, experience and enthusiasm to help others improve ideas across the business • You support and nurture positive working relationships with the team, clients and First Nations community/organisations. • Foster a supportive culture within the team, encouraging 	<ul style="list-style-type: none"> • Supporting the delivery of multiple projects, including project planning, reporting, budgets and supplier management on time. • Support with First Nations group/individual consultations to ensure community/ies voices in project advice/recommendations. • Supporting the development of presentations and reports to a 	<ul style="list-style-type: none"> • Contributes ideas for pitches and the development of creative proposals to win new clients or projects. • Identifying new client/business opportunities within existing accounts. • Responsible for project budget management, timesheets and invoices.



<ul style="list-style-type: none"> Contribute to CIR business strategy and planning. 	<p>collaboration and continuous improvement</p> <ul style="list-style-type: none"> Peer mentoring of interns and other staff 	<p>range of audiences (Government, NGO and Corporate).</p> <ul style="list-style-type: none"> Committed to professional/cultural continuous learning. 	
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Essential Experience – What you have done	Critical Knowledge – What you need to know
<p>Industry and Function</p> <ul style="list-style-type: none"> Demonstrable experience working with First Nations peoples. Government and/or ACCO/NGO sector experience desired Proficient in delivering presentations, versatile in writing, and comfortable in diverse communication environments. <p>Role Challenges</p> <ul style="list-style-type: none"> Influencing the clients to develop better solutions with First Nations community/ies. Relied on to complete project deliverables with little follow up required, managing multiple projects/clients priorities. Being able to adapt communication styles/preferences for different audiences (clients and communities) Consider how to partner with First Nations peoples/businesses/organisations to deliver better project outcomes. Ability to collaborate widely across dentsu and engage broader capabilities to create unique and innovate ideas. Ability to manage external suppliers to deliver the best project outcomes. Maturely take on internal and external feedback and collaborate to improve ideas and creative Developing your skillset to a point you can run a project end to end. 	<p>Market and Environment</p> <ul style="list-style-type: none"> Demonstrate an up to date understanding of First Nations affairs, applying lived and learned experiences to industry issues and CIRs opportunities. <p>Company Specific</p> <ul style="list-style-type: none"> You are an advocate for First Nations social change and want to drive this forward at Cox Inall Ridgeway, in line with our strategic ambitions. <p>Technical and Professional</p> <ul style="list-style-type: none"> Bachelor’s degree/diploma or experience in a related field (Desired but not essential) Connected with First Nations community/ies landscape with an understanding in First Nations cultural respect and knowledge. Excellent verbal and written communication, with developing presentation skills. Experienced in Microsoft Office suite and Workflow management programs. Foundational understanding of how a business makes money Strong attention to detail. Exposure or experience with tools such as Salesforce, Workbook or other pipeline and project tracking tools.



Competencies – What you can do	Personal Attributes – Who you are
<ul style="list-style-type: none"> • Good communication skills to support/manage and influence clients • Able to engage with First Nations community/ies in a way that leads to outcomes. • Building trust with stakeholders and leaning in to support through project challenges. • Willingness to learn and take a hands-on approach to new projects. • Supporting delivery of multiple projects with a focus on driving community outcomes. • Able to manage priorities, delivering on schedule. • Critical and analytical thinking skills – able to articulate a problem and identify potential solutions. • Finding new ways to add value to the team and make the work better at every stage. 	<ul style="list-style-type: none"> • Curious by nature - In touch with First Nations affairs, the latest trends and what's happening to keep our work relevant. • Attitude - Genuine passion for social change, demonstrated by a willingness to lend a helping hand, and ambitious when it comes to learning and delivering the best service to their client • Agile - Adaptable to changing project requirements, client preferences, and/or industry trends. • Attention to detail - Strong attention to detail to ensure accuracy in grammar and overall content quality. • Enthusiastic collaborator - Team-oriented mindset with a willingness to collaborate. • Clients and teams love working with you.
Key Relationships	KPIs
<ul style="list-style-type: none"> • CIR Leadership • CIR team • Clients • First Nations communities/organisations • Wider dentsu network • External suppliers 	<ul style="list-style-type: none"> • 85% Project Utilisation <ul style="list-style-type: none"> ○ 100% timesheet completion • Positive client feedback • Quantifiable professional/cultural PD completion • Positive performance reviews

This role profile is a summary of the essential functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the role profile. Other duties, as assigned by the supervisor, might be part of the job.