



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](http://www.coxinallridgeway.com.au)

Brand: Cox Inall Ridgeway	Job Title: Senior Consultant	Reporting to: General Manager/Director
<p><b>Role Purpose:</b> As a Senior Consultant, your primary role is to guide and nurture exceptional work within CIR, through your deep understanding and effective articulation of your client, industry and customer needs. You know how to solve problems to drive growth and business results for clients and community. Your craft expertise comes in the form of asking the right questions, listening carefully for the answers and bringing transformational ideas that address issues in innovative ways.</p> <p>You are committed and passionate about delivering better outcomes with First Nations peoples. Your work and lived experience will demonstrate an advanced level of First Nations cultural understanding, how to work closely with First Nations stakeholders and how to influence policy, programs and/or clients to deliver better outcomes. At Cox Inall Ridgeway, you will be a leader and work with the team to develop and foster client service accounts. You will be responsible for leading community engagement, project management, report writing and analysis, research tasks, and involvement in new business initiatives, tenders, and pitches. The goal is to support the company's expansion, enhance its offerings, and strengthen its presence and relevance in Australian society.</p>		

Accountabilities			
Strategy / Clients	People	The Work Performance	Financials & Pipeline
<ul style="list-style-type: none"> <li>Key day-to-day client contact, providing strategic and proactive recommendations and managing resources to ensure the client's needs are met within revenue and margin budgets.</li> <li>Upskilling clients on First Nations affairs with an ability to influence for good.</li> <li>Leading project and process refinements to ensure our work is current, relevant and best in-class.</li> </ul>	<ul style="list-style-type: none"> <li>You will be able to lead and manage the professional development of your direct reports.</li> <li>You build and nurture positive working relationships with the team, clients and First Nations community/organisations.</li> <li>Foster a supportive culture within the team, encouraging collaboration and continuous improvement</li> <li>Mentoring of Consultants and other staff</li> </ul>	<ul style="list-style-type: none"> <li>Leading and managing multiple projects with a focus on leveraging community engagement to drive change.</li> <li>Leading the development of presentations, reports and recommendations to a range of audiences (Government, NGO and Corporate).</li> <li>Adopting an action-based method of developing and delivering projects, identifying opportunities to adapt our process to better meet the needs and aspirations of First</li> </ul>	<ul style="list-style-type: none"> <li>Develop and manage project budgets, ensuring that financial targets are met.</li> <li>Contribute ideas for pitches/tenders and the development of creative proposals to win new clients or projects.</li> <li>Take a commercial lens to the conversations with client and internal teams with the creative work we want to get out in the world.</li> </ul>



<ul style="list-style-type: none"> <li>Fostering and developing relationships with First Nations community</li> <li>Leading on new business pitches and tenders.</li> </ul>	<ul style="list-style-type: none"> <li>Using your knowledge and experience to help others improve ideas across the business.</li> </ul>	<p>Nations peoples we aim to support.</p> <ul style="list-style-type: none"> <li>Deliver end-to-end project management process, ensuring WIPs, project plans and timelines are delivered within scope, and on budget.</li> <li>Track, monitor and report on the status of all jobs as defined by the client.</li> <li>Identify potential risks and proactively find solutions to address these in advance.</li> </ul>	<ul style="list-style-type: none"> <li>Identify opportunities for organic growth within existing client accounts.</li> <li>Identify and follow-up opportunities to grow our offering in the market – based on First Nations community and client demands.</li> </ul>
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Essential Experience – What you have done		Critical Knowledge – What you need to know	
<b>Industry and Function</b> <ul style="list-style-type: none"> <li>Demonstrated experience working and partnering with First Nations peoples and leading change.</li> <li>Proficient in delivering presentations, versatile in writing, and influential in diverse communication environments.</li> <li>Lead and collaborate with different team members, tapping into various talents, to deliver the best project outcomes.</li> </ul> <b>Role Challenges</b> <ul style="list-style-type: none"> <li>Relied on to complete project deliverables with little oversight required, managing multiple projects/client priorities and delivering the best work CIR has to offer.</li> <li>Influencing clients through consistently delivering excellence, growth solutions and putting out fires.</li> <li>Never losing sight of the right business outcomes and continuing to be a catalyst for creativity and business growth.</li> </ul>		<b>Market and Environment</b> <ul style="list-style-type: none"> <li>Provide strategic insights and critiques that incorporate lived and learned experience, providing advice to a wide range of stakeholders, demonstrating an up-to-date understanding of First Nations affairs.</li> </ul> <b>Company Specific</b> <ul style="list-style-type: none"> <li>You not only advocate for First Nations social change, you have driven social change and are committed to progressing First Nations outcomes with CIR.</li> </ul> <b>Technical and Professional</b> <ul style="list-style-type: none"> <li>Bachelor's degree or diploma in a related field (Desired but not essential)</li> <li>Over 3 years' experience working with First Nations communities in a project/program role/s.</li> <li>Connected with First Nations community/ies landscape with an understanding in First Nations cultural respect and knowledge.</li> </ul>	



- Effectively coaching juniors in improving their understanding of how to make the work better at every stage of the process.

- Well-developed presentation skills, conveying and selling with passion and conviction.
- Professional knowledge of relevant software, such as Office 365 and Workflow management programs.
- Strong sense of initiative and ability to work under pressure.

#### Competencies – What you can do

- Leading and managing clients and developing new client/business opportunities.
- Leading development and delivery of multiple projects with a focus on driving community outcomes.
- Delivering presentations and influencing a range of audiences (Government, NGO, Corporate and First Nations community/ies).
- Identifying and delivering on First Nations needs and aspirations to ensure our service continues to be relevant, through engagement or partnership.
- Able to identify, understand and solve problems with clients.
- Manage jobs according to the deliverables, timings and costs associated with the workstream.
- Ability to deliver accurate financials, whether that be through accurate estimates, pulling together forecasts or reconciliation reports.
- Oversee budgets and resources efficiently, ensuring profitability while delivering exceptional service that meets both client expectations and agency financial goals.
- You command respect, through forging strong relationships and trust with agency teams and clients through your deep understanding of First Nations affairs as well as the client's business.

#### Personal Attributes – Who you are

- 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 support the team.
- A growth mindset that pushes you to uncover new business opportunities and committed to ongoing learning, both professional and cultural.
- 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.
- Team first - Team-oriented mindset with a willingness to collaborate, receive and provide constructive feedback.
- Clients and teams want to work with you.

#### Key Relationships

- CIR Leadership
- CIR team
- Clients
- First Nations communities/organisations

#### KPIs

- 80% project utilisation
  - 100% timesheet completion
- Be responsible to bring in at least \$500,000 in new business
- Project Manage projects with a total value of \$750,000 or more, per year.
- *If part-time*, the new business and project management target will be bespoke.



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|  | <ul style="list-style-type: none"><li>• Positive client feedback</li><li>• Positive performance review</li><li>• Quantifiable professional/cultural PD completion</li></ul> |
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*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.*