

## POSITION DESCRIPTION

<b>Position:</b>	Government Advisory Consultant
<b>Location:</b>	<p>This role is to be located in our Sydney office or another location as mutually agreed.</p> <p>This role may require the employee to travel to project sites / offices within the Sydney Metro area as needed.</p>
<b>Reporting Lines:</b>	The Government Advisory Consultant will report to the Practice Lead for Government and Strategic Advisory.
<b>Purpose:</b>	<p>Primarily to act as a key resource for strategic and advisory work including secondments for government agencies.</p> <p>Secondarily to undertake planning, environmental management, risk/auditing, sustainability or administration work within the business where required.</p>
<b>Key Responsibilities and Key Result Areas:</b>	<p>Technical:</p> <ul style="list-style-type: none"> <li>• Work in collaboration with multi-discipline teams to deliver positive outcomes on projects and for clients</li> <li>• Prepare government advisory documentation (including briefs, reports, House Folder Notes, Budget Estimate Notes and strategies) and formulate advice to clients</li> <li>• Collect and analyse data and produce reports to demonstrate your findings</li> <li>• Develop project proposals, fee estimates, and tenders</li> <li>• Complete tasks in accordance with agreed time frames, budgets, and outcomes</li> <li>• Keep up to date with current government activities that are relevant to core areas of work including networking, and following relevant news and media.</li> <li>• Promotion of best practice within the group and individual projects</li> <li>• Provide review of team members' work as necessary</li> <li>• Other work as agreed with the General Manager and/or the Government and Strategic Advisory Practice Lead.</li> </ul> <p>Business Development:</p> <ul style="list-style-type: none"> <li>• Elevate or resolve, where appropriate, client management issues where required</li> <li>• Develop and maintain a professional profile with key clients and the Government industry generally</li> <li>• Undertake an active role in client care.</li> </ul>

	<p>Operational:</p> <ul style="list-style-type: none"> <li>• Workload management including cross collaboration of work between clients, and within WolfPeak</li> <li>• Inputs into business planning as required by General Manager and/or Government and Strategic Advisory Practice Lead.</li> </ul>
<p><b>Key Skills and Attributes:</b></p>	<ul style="list-style-type: none"> <li>• At least 6 years' demonstrated experience in government roles</li> <li>• Knowledge and understanding of NSW government functions, processes and organisational culture</li> <li>• Excellent written and oral communication skills combined with exceptional analytical skills</li> <li>• Ability to clearly communicate and present recommendations and strategies to clients and project teams</li> <li>• Ability to utilise technology to a high standard to undertake tasks, use as project management tools and communicate to clients</li> <li>• Appetite for continuing development of skills and expanding knowledge and experience.</li> </ul>
<p><b>Relationships:</b></p>	<p>Internal relationships comprise of:</p> <ul style="list-style-type: none"> <li>Directors</li> <li>General Manager</li> <li>Practice Leads</li> <li>Team members.</li> </ul> <p>External relationships comprise of:</p> <ul style="list-style-type: none"> <li>Clients</li> <li>Professional Associates.</li> </ul>