



Job Description

Principal Consultant

How to apply for this position:

1. Complete and submit the Application Form, along with;
2. Up to a two-page written summary of how you meet the required skills and experience for the position
3. A copy of your current CV along with any relevant certificates

Applications must be submitted via email: belinda.kendall@curijo.com.au

Application close: COB Friday 24 November 2017

Brief Description of the Role:

Curijo is seeking an experienced Principal Consultant to join the Curijo team, based in Canberra. The ideal candidate will manage and deliver specified project activities in accordance with organisational requirements including; proposals, planning, design and implementation / delivery of projects and client engagements alongside the Curijo team. As Principal Consultant within the professional services domain, you will bring and apply your significant credentials and experience within one of our practices including Cultural Services, Audit and Evaluation, Strategy and Change or Business Services. You will either lead or be a member of a team delivering high quality services to clients.

Skills and expertise:

1. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply or demonstrated ability to work with Aboriginal and Torres Strait Islander People
2. Proven experience managing projects in one or more of the following areas: Cultural Services, Audit and Evaluation, Strategy and Change, Business Services with previous direct experience in working with Government agencies
3. High-level computer literacy, to include MS PowerPoint, Word, Excel and Outlook
4. Proven high quality written, oral communication and presentation skills
5. Strong organisational skills, proven ability to prioritise tasks and be self-motivated
6. Strong emphasis on continued learning and understanding of the importance of adult education
7. Willing to work as part of a team in a culturally safe professional setting
8. Have or have the intention to obtain a relevant degree or other appropriate educational qualifications
9. Ability to obtain an Australian Government Security Clearance and or other checks as required
10. Hold a current drivers licence and vehicle

Curijo Pty Ltd

October 2017

We recognise and respect that Aboriginal and Torres Strait Islander people are first peoples and traditional owners of this country. We pay our respects to Elders both past and present and extend that respect to all Indigenous peoples of this land. We acknowledge the rich and diverse cultures and the long history of Indigenous Australia. We understand the important role of maintaining these rich cultures and the ongoing relationship with the land.



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Job Details:

Job Name	Principal Consultant
Reports to	Practice Manager
Direct Reports	Will supervise other staff on a job by job basis
Classification	Permanent - Full time
Location	Canberra
Probation	6 months
Hours	9am to 5pm, or as required to satisfactorily deliver the agreed individual plan
Remuneration	\$80,000 to \$110,000 including superannuation

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Primary Responsibilities

Responsibilities	Tasks	KPI's
Management	<ul style="list-style-type: none"> Participate as part of the Curijo Management Team Assist in the setting and delivery of corporate objectives Manage budgets and resources in line with agreed policies 	<ul style="list-style-type: none"> Annual plans under direct control are delivered Management team feedback is positive
Operations	<ul style="list-style-type: none"> Work as engagement lead or as a senior member of a client engagement team Assist with the development of relevant internal practice methodologies and documentation Effectively support and supervise project staff through strengths based practice Assist and manage the planning, design, research and implementation / delivery of projects and client engagements alongside the Curijo team Assist with the development of relevant internal practice methodologies and documentation 	<ul style="list-style-type: none"> Client projects under your supervision are delivered on time, on budget and with positive client feedback
Leads	<ul style="list-style-type: none"> Actively assist the management team identify future work opportunities Assist with marketing and business development initiatives 	<ul style="list-style-type: none"> Leads identified and followed through in line with management expectations
Sales Conversion	<ul style="list-style-type: none"> Develop effective client relationships Prepare relevant proposals, tenders and quotes 	<ul style="list-style-type: none"> Draft proposals, tenders and quotes prepared to a high level of quality
Business administration	<ul style="list-style-type: none"> Carry out all corporate activities as required 	<ul style="list-style-type: none"> Management team feedback is positive
Teaming	<ul style="list-style-type: none"> Assist with the development of individuals more broadly within the Curijo team Share knowledge and experience with Curijo staff through a two-way learning process and buddy Undertake any other reasonable duties / projects which may be required from time to time 	<ul style="list-style-type: none"> Team feedback is positive
Cultural	<ul style="list-style-type: none"> Undertake cultural awareness training Be aware and always work in a culturally sensitive and strengths based manner 	<ul style="list-style-type: none"> Feedback from CEO is positive