

## Position Description – Senior Consultant Planner

### Expectations & requirements

This role will be challenging, rewarding, and varied. You will work collaboratively to contribute to our approach to urban and regional planning, spatial and policy analysis services. The following outlines the key activities SGS undertakes, that you will be part of:

- use the latest data, research and analytical tools to address real-world problems
- provide public policy advice to clients
- use established, and develop new models that can be used to inform evidence-based policy and investment decisions across a range of sectors
- a high standard of consistency across written, data and visual outputs
- data collection, collation and analysis including findings that are presented as client-ready
- development of SGS' project methods and demonstrate innovation when completing tasks
- a high level of modelling and spatial analysis

To deliver these outcomes, the following tasks are crucial for the role:

#### *Communication*

- strong communication skills
- actively seeks feedback and collaborates with team members to improve work standards, ensure tasks are efficiently delivered, and seek clarification to achieve project goals
- be confident to ask questions when required

#### *Development and achievement of strategy*

- Identify potential clients or opportunities for SGS

#### *Project delivery and management*

- work to a number of deadlines
- lead and work in multidisciplinary teams to establish and achieve shared project goals
- proactively balance competing priorities and workload pressures
- produce high quality reports, data and visual outputs to a client-ready standard
- proactively seek feedback and support from project managers

#### *Quality, technical competence, rigour, innovation*

- contribute to the ongoing enhancement of various models and processes across the company
- apply well-developed conceptual thinking skills to project findings and address client needs/expectations
- take initiative on projects and have good attention to detail
- pro-actively think about new and innovative ways to deliver on project outcomes, rather than wait to be given specific step by step instructions
- engage with clients and share insights into market activity/demands, mainly through project learning
- highly proficient in Microsoft Excel, Word and PowerPoint, and desirable across other software platforms such as MapInfo, QGIS, eViews, R, Stata, InDesign, Illustrator, etc.

#### *Team contribution and development*

- actively support the development of junior staff, providing constructive feedback on delegated tasks
- guide, mentor and support researchers, consultants and the broader team
- take initiative on projects – suggest ideas, look to other information, seek advice from colleagues as well as information suggested by the project manager (e.g., the project submission, other reports/submissions, other

documents).

#### *External profile*

- contribute to business development and the preparation of high-quality submissions/proposals
- proactively identify opportunities for SGS with existing and potential clients for winning additional work.

## **Skills & attributes**

To fulfil the role, we are looking for a candidate with the following attributes and skills

### **Technical knowledge and capability**

The ideal candidate will have experience in urban and regional planning. They will have qualifications and applied knowledge in fields such as urban and regional or town planning, urban design, landscape architecture, geography, or a similar field. Key technical capabilities will include:

- strong understanding of knowledge of planning system(s) and ability to pick up systems in other jurisdictions
- research, analysis and synthesis skills, demonstrating the ability to highlight implications from research as they affect project/policy outcomes
- technically proficient in word processing and report-writing software including Word and PowerPoint
- excellent written and verbal communication skills including willingness to present findings both to internal and client teams, with support/supervision
- experience or exposure to data analysis, coding and visualization packages and languages will also be seen favourably (e.g., Excel, Adobe Suite, R, Python, SQL, Tableau, Power BI, CartoDB).

### **Teamwork**

SGS is comprised of a multidisciplinary team where individuals bring unique expertise to both analytic and policy problems. There is a strong culture of collaboration, knowledge-sharing, and shared purpose. A successful candidate will therefore:

- Contribute to a positive team culture
- Embrace and encourage innovation and collaboration
- Support growth of our team through analytical expertise and technical knowledge
- Work as part of the wider SGS team to create a positive and harmonious workplace
- Demonstrate abilities to lead, mentor and support junior team members

## **Organisation Context**

- SGS is owned by Partners who also work in the business. Strategic direction of SGS is determined by a Board of Directors comprised of five internal and two external Directors. SGS has a Chief Executive Officer who is appointed by the Board, works with the Board on strategy and leads the operational management of SGS.
- Practice Leaders are responsible for managing workflow and consultant capacity in the local office and leading the local practice's efforts in professional development, intellectual property development, team building and engagement with peers and relevant interest groups within and outside the firm. Under SGS's management philosophy and structure, Practice Leaders work as part of the SGS Executive Management Team on corporate initiatives and also are empowered to run the local office with a high degree of autonomy, provided decisions are made within the bounds of the adopted Business Plan and in accordance with the firm's Delegations of Authority. In carrying out these duties, the Practice Leader are assisted by local administrative team members.
- Groups at SGS support team work flow planning and to facilitate work planning, in alignment with One SGS priorities; they also support discussion of other issues (project, client, sub-consultant, etc), sharing of tasks, broader issues across ways of working, team building, coaching (peer to peer) and collaboration, and individual wellbeing
- Principals at SGS have a critical role in promoting the firm. Whilst Principals have a focus on business and client development, winning projects and achieving work winning targets, they are the firm's leading consultants and lead significant projects, providing strategic input and mentor and develop the SGS team. Principals also review all of the

firm's major reports to ensure that solid and reliable advice is being presented.

- Senior Associates are project direction, work winning and client development leaders in the firm. Senior Associates have a similar function and role of Principals, with slightly lower work winning targets. They are expected to have a focus on work winning, project directorship and promotion of SGS externally. As leaders, they are expected to mentor junior staff and contribute to strategic planning.
- Associates are recognised for their intellectual, project execution, creative and technical contribution to the firm. They are acknowledged as key leaders in SGS's operations. Associates are expected to mentor team members and to actively contribute to the firm's business planning in its various forms. They will be trained and supported by senior mentors to develop work winning skills with the medium-term objective of winning significant levels of work for the firm. They are expected to manage high levels of project work and play a significant role in promoting SGS to the industry in general as well as to existing and potential clients.
- Senior Consultants are expected to have highly developed conceptual thinking skills and deliver a final or near final product when completing sub-briefs. It is also expected that senior consultants have a high degree of self-management, project manage multiple jobs effectively, can develop appropriate responses to briefs and consistently win projects for SGS. Senior Consultants also provide leadership by mentoring Consultants and Researchers.
- Consultants are generally responsible for completing sub-briefs set by job managers under supervision. Consultants will have a recognised degree, are expected to show an active interest in SGS's areas of expertise and demonstrate innovation in completing tasks. Consultants who take pride in their work, have highly developed conceptual thinking skills, good technical skills and attention to detail, together with high levels of initiative, self-motivation, good self-management skills and who actively market SGS will be viewed favourably for promotions within the firm.
- Student researchers are typically in the process of completing a relevant undergraduate or postgraduate degree. Their role focuses on provide research, analysis and administrative support to the consultant team.
- National Support of the firm is managed by the Chief Operating Officer (COO) who has overall responsibility for IT support, marketing, human resources and finance.
- SGS also has a Marketing Manager who coordinates marketing and communications activities for the firm.