

- Research, Policy and Cultural Planning
- Facilities Planning
- Business Planning
- Organisational Development
- Visual Art Projects
- Board Development



RESEARCH AND PROJECT SUPPORT

Part-time – possibility of full-time
Pro Rata \$75,000 per annum

ABOUT US

Positive Solutions is a leading Brisbane-based consulting practice operating throughout Australia and internationally. Much of our Australian work is focused in Queensland, Victoria and New South Wales. Most of our overseas work has been in New Zealand and Hong Kong. We specialise in consultancy, training and organisational development in the creative and non-profit sectors. Our clients include all levels of government, independent non-profit organisations, and commercial clients.

Our services include research to inform Government policy, facilities developments in the cultural sector, and training and organisational development for cultural and non-profit organisations. Positive Solutions also provides office and secretariat support to BoardConnect, a national service to support the boards of non-profit organisations, and occasionally provides office support services to other organisations.

POSITION DESCRIPTION

The successful candidate will undertake research to meet the requirements of our consulting projects, assist in writing reports and proposals, and provide project and company administration and logistical support. The Positive Solutions office is located in Brisbane. However, work from home arrangements – regardless of location in Australia – may be available subject to negotiation.

RESPONSIBILITIES

- > Contribute to report/tender writing and development of deliverables on select projects
- > Undertake desk-based and primary research, including benchmarking research, policy reviews and phone interviews
- > Report and Presentation design and quality control - prepare, format and publish reports and presentations to a high standard and in accordance with the Company style guide
- > Undertake stakeholder surveying and analysis, including:
 - administer surveys, ensuring high response rates by undertaking adequate marketing and follow-up
 - the distribution, collection and analysis of research
- > Website and social media content creation or curation, editing and inputting
- > Secondary tasks will include:
 - manage enquiries and liaise with clients and other high-level stakeholders as required
 - undertaking travel arrangements, organising flight bookings and accommodation for Company Directors and consultants
 - contractor and supplier liaison

Creative Thinking
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SKILLS AND EXPERIENCE

Essential Selection Criteria

- > High level administration, and project management experience including demonstrated ability to meet deadlines and monitor tasks across multiple concurrent projects
- > Computer literate with advanced skills in Microsoft Office Word, Excel and PowerPoint and basic skills in Adobe InDesign and Acrobat Pro, G Suite experience would be valuable (Docs, Sheets and Slides)
- > Strong written and verbal communication skills, including writing, research, editing and proofreading skills, and proven ability to effectively liaise with clients and stakeholders
- > Attention to detail, the ability to take direction, and give and receive feedback to achieve high quality performance standards
- > Understanding of or interest in the arts and cultural sector

Desirable

- > Tertiary education
- > Experience managing an office space, including staff coordination, and troubleshooting IT issues
- > Experience with web-based platforms including WordPress, Survey Monkey, Mailchimp and Social Media (Facebook, Instagram, LinkedIn)
- > Bookkeeping skills and experience using MYOB or similar software

The Research and Project Support role provides the opportunity to work on a wide range of interesting projects in a small team environment.

To apply, please email a brief cover letter, CV, statement addressing the selection criteria (max 2 pages), and two professional referees to info@positive-solutions.com.au by **5:00pm Monday 12th November 2018**.

Yours sincerely



David Fishel
Director, Positive Solutions