



Associate Director - Queensland

You have...

Strong technical skills in developing and delivering workplace solutions, paired with a passion for building a business

Significant experience in human resources, workplace relations or employment, either in-house, in law, risk or compliance, or as a line manager

The ability to manage projects, contributing significantly to the project content and the design and structure of solutions

The ability to build and actively maintain strong relationships with clients or potential clients at executive level, in order to win business through your existing relationships and use your networks to develop new professional relationships

A proactive approach that anticipates issues and risks and leads clients through ambiguity to deliver results with demonstrable value

The ability to develop less experienced colleagues on projects

An ongoing commitment to your own professional development and continued growth as a leader

A leadership approach that is values-driven and motivating, which develops and retains colleagues, and encourages timely, two-way, constructive feedback

You will develop...

A detailed understanding of Worklogic's business offerings, methodologies, digital tools and market position

A thorough understanding of Worklogic's strategic imperatives, allowing you to shape and influence their success

A proud professional profile as the leader of Worklogic's Queensland business



Position Description

Building on Worklogic's success in Sydney and Melbourne since 2007, the new Associate Director – Brisbane will build Worklogic's Queensland presence. The Associate Director will lead the development of the practice, build the profile of the business and win and complete client projects in Worklogic's workplace investigation, mediation, training and culture review services, to achieve Worklogic's strategic goals.

Sales and Marketing

- Through personal business development efforts, and contribution to company-wide marketing efforts, **achieve sales** of consulting projects to **meet the budgeted income** for Queensland each month
- **Business development** will include: Representing Worklogic at external functions and seminars as an attendee and speaker; Writing blog posts, research, newsletters, white papers, tender submissions and other marketing publications and initiatives; Hosting client events; Actively connecting with your professional contacts to introduce them to Worklogic's service offering
- Contribute **new marketing ideas, approaches and goals**, in particular for Queensland
- Draft applications for new and renewed Queensland **tender panels**

Consulting Projects

Achieve 60% billable utilisation by the end of the first 3 months and maintain that

Contribute to project content and the **design of solutions**

Deliver consulting projects to an excellent standard including:

- workplace investigations,
- workplace audits and critical incident reviews,
- training programs,
- HR case management and risk management advice, and
- drafting and review of employment policies and compliance packages,
- other consulting work associated with Worklogic's services, depending on experience (eg mediations and facilitated discussions, leadership programs, team-rebuilding).

Strategy and Governance

Contribute as a **leader of Worklogic** to achieving its planned business performance, and ensuring Worklogic develops and implements strategies to fulfil its objectives, focusing on the new Queensland business. This includes contributing to:

- having input into Worklogic's medium-term strategic goals and annual budget;



- monitoring business performance; and
- recruitment, supervision, performance development and succession planning for Queensland-based staff and consultants.

Project Management and Administration

- Ensure the **timely delivery of quality outcomes** for all consulting projects;
- Conduct research, literature reviews, interviews, field work, consultation and analysis as appropriate;
- Keeping accurate and timely timesheets of all work completed and support our billing process.

Other duties as required by the Employer.