



## **Position Description – Worklogic Consultant**

### **Consulting Projects**

Undertaking billable work for clients, including:

- drafting and review of employment policies and compliance packages,
- workplace audits and critical incident reviews,
- training programs,
- workplace investigations,
- mediation and facilitated discussions,
- HR and discrimination advice, and
- other consulting work associated with Worklogic's services (not including legal advice);

All tasks associated with the billable work described above, such as preparation, research, planning, drafting, travel, attendance, correspondence, communication, file management, record-keeping, report writing and presentations.

### **Project Management and Administration**

- Manage own projects and contribute to other projects to ensure timely delivery of quality outcomes;
- Conduct research, literature reviews, interviews, field work, consultation and analysis as appropriate;
- Keeping accurate and regular timesheets of all work completed;
- Assisting in the preparation of invoices for clients;
- Attend internal meetings;
- Assist in the management and completion of existing projects and the development of further work;
- Other duties as required by the Employer.

### **Marketing and Business Development**

- Establish and build relationships with new and existing clients to obtain repeat business;
- Actively connect with your professional contacts to introduce them to Worklogic's service offering;
- Assist with the drafting and editing of research, newsletters, white papers, tender submissions and other marketing publications and initiatives;
- Work with other consultants to develop and implement the Employer's marketing strategy; and
- Attend formal and informal client marketing activities and conferences.