

Position Description – Associate Digital Lead

Expectations & requirements

This role will be challenging, rewarding, and varied. You will work collaboratively to shape our approach to data and spatial analytics services, and in particular, to deliver the following outcomes:

- Create technical solutions to maintain, evolve and expand our product offering
- Help bring our older codebase and database structure forward in a sustainable and meaningful way
- ensure best-practice in development, testing and system architecture across the SGS team

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

Communication

- communicate the benefits and implications of analytical approaches with both clients and the SGS team

Development and achievement of strategy

- contribute to broader internal strategy and business planning activities, identifying priorities for digital activities within the context of SGS priorities

Project delivery and management

- work collaboratively with our broader Consulting teams on client projects, or sometimes directly with clients on more specialist or technical analytics based assignments.

Quality, technical competence, rigour, innovation

- work across the SGS team to identify opportunities for digital process improvements, including opportunities to improve data handling, storage, manipulation and analytical processes to create efficiencies
- take a leading role in the digital and spatial presentation of data, including maintaining knowledge of industry best practice to ensure that SGS remains innovative in its work
- drive innovation in digital products in line with client needs and with support from a broader team

Team contribution and development

- drive knowledge sharing and skill development across the team: identify training opportunities as well as lead internal knowledge sharing across the business

External profile

- Lead engagement with external digital teams (both providers/sub-consultants and clients), who have specialist technical knowledge, to ensure clear communication of concepts between technical and non-technical parties

Skills & attributes

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

- Understands the power of well-presented and accessible information
- Wants to apply creative data analytical skills to address real-world public policy problems
- Able to pro-actively identify, analyse/interpret, and present data from established and novel data sources
- Recognises the importance of communication, with strong written and verbal interpretation skills
- A passion for ensuring important decisions about our communities, places and economies are based on sound data

Technical knowledge and capability

The ideal candidate will have experience in full-stack web-development, data analytics/science, and visualisation techniques and will be comfortable moving between database, backend, frontend, and DevOps. They will have qualifications and applied knowledge in fields such as mathematics, statistics, data science, computer science, or a similar field. Key technical capabilities will include:

- Expertise in data science and statistical techniques, including the development of data-driven applications (using Python, R, etc)
- Strong SQL database skills
- Demonstrated spatial analytic skills and comfortable working in GIS (e.g., QGIS, ArcGIS, MapInfo, etc)
- Proficiency in data visualisation (e.g., platforms such as Tableau, CartoDB, PowerBI, etc)
- Demonstrated UX/UI experience and web delivery of content, including proficiency in modern javascript web frameworks.
- Experience with Agile project management approaches
- DevOps and collaborative code/app development experience
- Cloud computing experience

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:

- Lead by example and ‘bring people with you’
- Embrace and encourage innovation and collaboration
- Support growth of our team through hands-on analytical expertise and understanding, but also experience, energy and passion in coaching and supporting high performing analytical teams.
- Ensure work is transparent to the team

- Commit to delivering work as prioritised by the team; avoid trying to solve everything at once or to every new problem it arises
- Work as part of the wider SGS team to create a positive and harmonious workplace

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 favorably 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.