

Job title: General Manager, Karabena Consulting

Reporting to: Managing Director

Direct Reports: Consulting Team

Salary: \$127,777 plus super

Hours: 1.0 FTE (4-day work week, 3 days minimum in office)

Location: Sunbury, Vic

Purpose of the position

The General Manager of Karabena Consulting is a pivotal leadership role, overseeing and driving the consulting team's strategic direction and operational success. This position is designed to lead, support, mentor, and train the consulting team to enhance their professional development and expand Karabena Consulting's market presence. The General Manager ensures the team operates effectively and efficiently, meeting both client needs and business objectives.

Key responsibilities include team leadership and development, where the General Manager guides, instructs, and supports the consulting team to achieve their goals while fostering a culture of growth, collaboration, and excellence. They oversee strategic direction by developing, reviewing, and refining Karabena Consulting's strategy and operational processes to ensure alignment with the company's mission and evolving market demands. Client and stakeholder management is a crucial aspect of the role, involving leading contract negotiations and building and maintaining strong relationships with clients, partners, and other stakeholders to sustain and grow the company's reputation and business opportunities. The General Manager will also take a lead and collaborate on projects with the consulting team.

The General Manager collaborates closely with the Managing Director and executive team to identify and capitalise on revenue-generating opportunities, contributing to the financial sustainability and growth of the company. They also play a vital role in business growth, providing strategic insights and input into company-wide strategies and initiatives to ensure Karabena Consulting remains competitive and innovative in its sector.

This role requires a dynamic leader with a blend of strategic vision and operational expertise, dedicated to advancing the success of Karabena Consulting and the communities it serves.

Responsibilities and duties

Consulting Team

- Manage the Consulting team this includes their tasks, workload, resources, hours, and general wellbeing in the workplace.
- Take a lead and collaborate with the consulting team on projects.
- Identify and pursue appropriate consulting tenders, including lead the development of proposals.
- Negotiate and manage contracts and relationships with project partners.
- Oversee the quality management of consulting projects, including monitoring and scheduling of project deliverables, payments, reporting and outputs.
- Assist with data collection and analysis on consulting projects as needed.
- Assist in the development of research outputs for consulting projects as needed.
- Negotiate timeframes within Karabena Group to ensure outputs are delivered by due date.

Executive Team

- Contribute and monitor the creation and implementation of strategic plans
- Contribute to policy and procedure system designs
- Attend and contribute to quarterly business reviews
- Attend and contribute to annual strategic planning

Responsibilities and duties will change as the business needs and projects change; however, this will be discussed between the employee and manager.

For further information or to apply, please send your cover letter and CV to kim@karabenaconsulting.com.