Our Watch Limited

Position Description: Evaluation Advisor, Community Grants

Position summary

Position title: Evaluation Advisor, Community Grants
Team: Policy and Evaluation
Location: Melbourne CBD VIC 3000. Flexible work arrangements considered. (Work from home considered)
Position type/FTE: 1 FTE
Tenure: Until 30th June 2022
Probation period: 6 months
Salary classification: Band 4 Level 1 ($82,382.00 plus 9.5% super and 17.5% annual leave loading)
Reports to: Senior Evaluation Advisor, Community Grants
Date approved: September 2020

Organisation context

Our Watch is a national leader of primary prevention of violence against women and their children. Our vision is an Australia where women and their children live free from all forms of violence. Our role is to stop violence before it starts.

Our Watch recognises and values diversity among its staff and strongly encourages suitably qualified people from all backgrounds to apply, especially people who have a strong understanding of intersectionality either by working with diverse population groups or a lived experience.

Our Watch is committed to increasing employment of Aboriginal and Torres Strait Islander people in the organisation. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

Organisational values

Collaborative – We do this work together.
Optimistic – We believe that change is possible.
Authentic – We stand behind our work.
Creative – We are innovative and brave as we create change.
Inclusive – We embed a diverse range of perspectives in everything we do.

Position overview

Our Watch are seeking an evaluation or research practitioner with an interest in gender equality and/or a specialist in the prevention of violence against women who can support a learning-oriented evaluation approach.

The focus of the Evaluation Advisor position will be to support the implementation of the evaluation of two streams of funding under the fourth and final Action Plan of the *National Plan to Reduce Violence Against Women and their Children 2010-2022*. These two streams of funding are the *Men as role models for preventing violence against women and their children* and *Community-led projects to prevent violence against women and their children* grants. Both the grants and the evaluation have been funded by the Commonwealth Department of Social Services (DSS).

The suitable person will be able to contribute to a strengths-based evaluation that supports ongoing analysis and learning while building evaluation capacity with grantee organisations. The multi-year nature of this project requires a practitioner who can support project delivery, as well as contribute to designing and/or implementing data collection, analysis and collaborative sense-making methods, and contribute to reporting. A capacity to develop communication products that are accessible to key project and evaluation audiences is highly desirable.

The Evaluation Advisor will also engage with Grantee organisations to facilitate evaluation capacity and strengthen project activities. Capability to build collaborative relationships across multiple stakeholders and strong analysis and written communication skills are essential.

The Evaluation Advisor is an important part of the Our Watch evaluation team. The role is supervised by the Senior Evaluation Advisor, Community Grants, and will be embedded within a cross-organisation team, working with internal experts from the Practice Leadership Team to work towards project objectives.

The position requires the incumbent to have:

- **Demonstrated ability to support a multi-year evaluation that integrates both evaluation capacity strengthening of community organisations and collates evidence towards project learning and improvements**
- **Experience in evaluation, applied research and/or community consultation and the ability to translate project learnings for policy and practice**
- **A commitment to the primary prevention of violence against women and advancing gender equality, and**
- **The ability to work independently and as part of a collaborative cross-organisation team.**

Experience in writing reports for government and translating key findings to inform emerging practice will be highly valuable.

Responsibilities and accountabilities

- Collaborate with the Our Watch Practice Leadership directorate in the ongoing development, implementation and delivery of the evaluation of the Community Grants Project. This includes:
    - Supporting project management and monitoring
    - Liaising with evaluation stakeholders to implement the evaluation and build productive relationships
    - Strengthening and designing methods and tools
    - Supporting analysis and sense-making with stakeholders, and
    - Contributing to writing evaluation reports.
- Support the development and implementation of evaluations for other existing and emerging Our Watch projects across the organisation with other organisational teams, where appropriate.
- Provide timely technical and content advice to Our Watch staff regarding evaluation related issues, and
- Contribute to building Our Watch as a trusted, expert national organisation, collaborating across the organisation and supporting a culture of continuous improvement and learning.

Organisational Relationships

Internal	• Our Watch is a highly collaborative working environment. The Evaluation Advisor will interact with all Our Watch teams at different times. The project described above will be led by the Senior Evaluation Advisor and Senior Advisors within the Our Watch Practice Leadership team. The Evaluation Advisor will collaborate closely with this team in all stages of design, implementation and reporting.
External	• Grant recipients • Funding body • The role may additionally require liaison with stakeholders from a range of organisations including academic experts and stakeholders from the community, LGBTI, elder abuse and Aboriginal and Torres Strait Islander sectors.
Direct Reports	• Nil

Position selection criteria

Skills and expertise	• Foundational skills in applied research and/or community consultation • Demonstrated knowledge and experience working on projects and programs in public health or community development • Demonstrated ability to consult with community groups and/or organisations to collate evidence towards project learning and improvements • Demonstrated experience in applying the underlying principles of ethical data handling to collect, manage, and report on data appropriately • Understanding of intersectionality, and awareness of how systemic inequality impacts on your work
Project management	• Excellent organisational skills, including determining priorities and urgency in a practical way, using goals to guide actions, creating and implementing project plans
Stakeholder engagement and relationship development	• Demonstrated skills, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these • Capacity to facilitate stakeholder relationships to build engagement in collaborative learning processes.
Written and verbal communication	• Analytical, written and verbal skills in communicating complex data to a variety of audiences, including capacity to develop accessible communication products • Demonstrated experience in producing high-quality reports for projects and programs and/or government stakeholders or similar

	• Strong writing skills, including ability to translate complex information into plain language and actionable strategies.
Commitment	• Commitment to the Our Watch vision, purpose and mandate • Commitment to Our Watch values • Commitment to maintaining a work environment where differences are valued, encouraged and supported, and promoting the Our Watch ideals of gender and cultural diversity at all times • Commitment to working collaboratively and respectfully in a high-performing team and organisation, with a persevering style, with creativity and ability to meet tight deadlines and work productively with limited supervision