

## Our Watch role statement

### Position details

Position title:	Manager, Evaluation and Learning ( <b>maternity leave cover position</b> )
Team:	Policy and Evaluation
Position location:	Bourke Street, Melbourne Vic 3000
Position type/FTE:	Full time
Job duration:	Fixed term until 30 June 2020
Salary classification:	Our Watch Band 6, Level 1 (Commencing at \$110,316 - \$114,518) plus superannuation and 17.5 % annual leave loading
Reports to:	Director, Policy and Evaluation
Date approved:	May 2018

### Organisation Context

Our Watch is a national, not for profit established in 2013 to drive nation-wide change in the culture, behaviours and structures that drive violence against women and their children

Our Watch's **vision** is an Australia where women and their children live free from all forms of violence. Our **mandate** is to stop violence before it happens, and our **purpose** is to provide national leadership to prevent all forms of violence against women and their children. Our **work** will always be based on sound research and strong and diverse partnerships.

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

Evaluation and learning are central to Our Watch's work. We commit in our Strategic Plan to evaluating all our initiatives, and to undertake practice that is grounded in local and international evidence, and contributes to the growing pool of knowledge about primary prevention.

### Position description

Reporting to the Director, Policy and Evaluation, the Manager, Evaluation and Learning is responsible for leading the delivery of all evaluation related activity. This includes both designing and delivering evaluations at the project and organisational levels, and establishing and implementing a coordinated approach to measuring and monitoring national progress to prevent violence against women and their children.

Managing a complex budget and team of evaluation and monitoring professionals (plus external contractors), the Manager, Evaluation and Learning provides accountability and oversight to complex and long-term projects, enabling the organisation to identify, monitor and report on short, medium and long term progress in the prevention of violence against women.

The Manager, Evaluation and Learning works as part of a cross-functional project team, including working closely with the Practice Leadership and Marketing and Communications teams to ensure evaluation is fully integrated across the organisation.

This position participates actively in the Managers Group, to promote cross organisational coordination and collaboration.

### Responsibilities and accountabilities

- Lead monitoring and evaluation at Our Watch across three levels:
  - 1. Project level evaluation**

Oversee and coordinate the end-to end design, implementation and communication of evaluations of all funded projects, ensuring that staff and external contractors adhere to Our Watch's Evaluation Policy and that data contributes to the Evaluation Framework. With an emphasis on participatory and action research methodologies that build the capacity of stakeholders for ongoing evidence-building, support the Practice Leadership team to draw on the findings of these evaluations to help build evidence-based models to guide future programming, and the Media and Communications team to incorporate these findings into communications and advocacy strategies and messaging.
  - 2. Organisation level evaluation**

Lead the implementation of the Our Watch whole-of-organisation Evaluation Framework, overseeing and coordinating all relevant reports on organisational progress, impact and outcomes, including a major public Summative report of the organisation's performance.
  - 3. National Progress in Prevention measures**

Oversee, with project management support from a Senior Data and Monitoring Advisor, the establishment of a coordinated approach to measuring and monitoring national progress to prevent violence against women and their children. This includes overseeing the development and strategic promotion of *Progress in Prevention: Australia's first report of progress against the underlying drivers of violence* to ensure that this work builds on *Counting on change* to produce a 'baseline and progress' report on population-level change.
- Manage operational components of all evaluations; including budgets and reporting, team resources and evaluation related contracts and tenders.
- Lead and develop a team of data and evaluation professionals. Provide clarity in role objectives, goals and workplans actively developing their skills through performance reviews, professional development and performance management.
- Contribute to Our Watch policy, research and advocacy pieces, including through submissions and via informal mechanisms. Provide technical support, advice on policy alignments, and contributions to content development across Our Watch teams and areas of work.

- Represent Our Watch on roundtables, committees and consultations in key areas related to evaluation and/or data for prevention of violence against women and their children, such as the ABS Personal Safety Survey Advisory Group
- Foster and manage productive partnerships with key stakeholders, including government, community stakeholders, and key organisations, and participate in various project advisory or governance meetings as appropriate.
- Contribute to the development of evidence-based, ‘transferable’ models for future programming, and to the implementation of Our Watch’s overarching Evaluation Framework.
- Work with the Media and Communications team in the development of web-based content, information sheets, media releases and other communications materials relating to our evaluative work.
- Perform other evaluation and monitoring tasks as required.

### **Direct Reports**

- Evaluation Advisor, Senior Evaluation Advisors and Senior Data and Monitoring Advisors
- Student interns and volunteers as required

### **Organisational Relationships**

#### **Internal**

- Director of Policy and Evaluation: regular briefings on progress, risks and opportunities within the organisational function of evaluation
- CEO and Senior Executive Team: briefings as required to ensure evaluation staff are contributing to the organisation’s strategic aims
- Managers Group: active participation as a member of this group to ensure coordination and collaboration across the organisation
- Subject matter experts across the organization: collaboration to promote a consistent and quality approach to evaluation
- Corporate Services: to ensure the Evaluation team adheres to all internal processes and policies

#### **External:**

- Project partners and sector stakeholders
- Researchers and academics including:
  - Australia’s National Research Organisation for Women’s Safety (ANROWS)
  - Royal Melbourne Institute of Technology (RMIT) - Our Watch industry partner
  - Evaluation contractors
- Other external evaluators, consultants and suppliers
- Relevant government departments

## Selection criteria

<p>Qualifications and experience</p>	<p>Postgraduate qualifications in social or political science, health promotion, gender studies, community development, other area of relevance or equivalent lived experience.</p> <p>At least five years' experience in developing and evaluating public health and/or social change initiatives, specialising in the communication of evaluation findings for policy and practice change</p> <p>Specialist knowledge of evaluation techniques and methods in relation to the primary prevention of violence against women</p> <p>Specialist knowledge of opportunities and gaps in the measures, indicators and data collection methods specific to the prevention of violence against women, at a range of levels</p>
<p>Skills and expertise</p>	<p>Advanced expertise in designing and implementing complex project and program evaluations, including developing program logic models and evaluation frameworks to frame action and track progress in areas of multi-level change, and using mixed methods and qualitative and quantitative data</p> <p>Experience with national data sets and capacity to strengthen ongoing data collection for continuous improvement</p> <p>Well-developed relationship management skills including the ability to develop and maintain strong collaborative partnerships with individuals and organisations</p> <p>Capacity to distil key learnings and guiding principles for “transferable” models of future programming</p>
<p>Leadership and management</p>	<p>Ability to manage multiple projects, including determining priorities and urgency in a practical way, using goals to guide actions, creating and implementing detailed action plans</p> <p>Demonstrated skills in managing individual and team performance, workload and development, leading team planning, promoting collaboration and fostering a resilient group culture</p> <p>Ability to manage funder and supplier relationships with attention to detail on deliverables and adhering to internal and external approvals processes</p>
<p>Written and verbal communication</p>	<p>Extensive experience in producing high quality written reports and communications tools that are suited to audience and provide clear messages</p> <p>Excellent verbal communication skills, including highly developed influencing and negotiation skills and ability to listen and adapt to audience needs.</p> <p>Strong stakeholder engagement and partnership skills</p> <p>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</p>
<p>Commitment</p>	<p>Demonstrated commitment to Our Watch's vision, purpose and mandate</p> <p>Promotion of organisational values, the principles of gender equality and inclusivity, and a strong professional culture and collaborative relations within the organisation and with stakeholders.</p> <p>Proven record of maintaining a work environment where differences are valued, encouraged and supported.</p>

## The Role of Managers at Our Watch

Outlined below are the key areas of responsibility and associated competencies for managers at Our Watch.

### Key Areas of Responsibilities

The four key areas of responsibility for managers at Our Watch are:

1. **Managing your team, being in charge and responsible for its performance**, including:
  - Managing people, their workloads, wellbeing, productivity, training and development and their performance (including line management of staff in your own teams who are members of cross-functional project teams).
  - Managing team resources, budgets, and ensuring quality and timeliness of deliverables.
  - Undertaking short term planning, and implementing plans, projects and policies with the team.
  - Quality assure and champion team's use of policies and processes in Human Resources and Finance (including procurement) and the organisational systems such as the Project Management Framework and Sugar CRM.
2. **Being the lead functional expert for the organisation**, including:
  - Providing information/advice to directors on strategic and content/quality issues within your functional area.
  - Providing expert advice and guidance to stakeholders within your functional area.
  - Undertaking outward-facing work (presentations, conferences etc) that advances *Change the story* within/through your functional area.
3. **Support your director and broader SET, in**
  - in the implementation of the Our Watch Strategic Plan,
  - Implementing and reporting on current Operating Plan
  - Promoting and implementing and Change the story across jurisdictions.

The Managers working together in:

4. **Overseeing the Collaboration Framework across the organisation**, including:
  - Leading collaboration across teams within the Project Management Framework.
  - Maintaining a 'birds-eye view' of all projects across the teams, with a view to understanding where their team members 'sit' within a project, providing consistent advice and support to Project Leads, streamlining processes, avoiding duplication, managing crunch-points, and identifying potential issues
  - Sharing knowledge, learning from and supporting one another as a peer group, and contribute advice relating to their area of expertise or responsibility.

## Key Management Competencies

The key areas of management responsibility are enabled by the following management specific competencies as developed in January 2018 by the OW Managers, supported by Donella Roberts from Plum Consulting. These competencies are clustered by four components of management: self-leadership, interpersonal leadership, team management, strategic leadership.

### SELF LEADERSHIP

1. Demonstrates continual, self-directed learning and growth
2. Displays self-awareness and other qualities of emotional intelligence
3. Is organised, motivated, independent and adaptable
4. Practices and models self-care
5. Is values driven, feminist and passionate

### INTERPERSONAL LEADERSHIP

1. Practices transparent, effective and empathetic communication
2. Adapts communication approach to meet needs of individuals
3. Models respectful and professional workplace behaviour and relationships

### TEAM MANAGEMENT

1. Enables and nurtures a resilient culture that celebrates wins and works through challenges
2. Manages individual performance, workload and development
3. Leads the team planning, collaboration and group cohesion
4. Ensures cross-organisation collaboration
5. Demonstrates financial literacy and manages budget effectively

### STRATEGIC LEADERSHIP

1. Feed backs insights and expertise upwards
2. Demonstrates analytical thinking and planning
3. Influences internal and external stakeholders effectively and sensitively
4. Translates and oversees implementation of organisation's strategic aims
5. Identifies and manages short and long term priorities for maximum impact