

Our Watch Limited: Position Description

Position summary

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| Position title: | Senior Research and Evaluation Advisor |
| Team: | Policy and Evaluation |
| Location: | Our Watch office, Melbourne CBD |
| Position type/FTE: | 0.8FTE - open to flexible working arrangements |
| Tenure: | 12 Months Fix - Term Contract |
| Probation period: | 6 months |
| Salary classification: | Commencing at \$93,506 pa plus superannuation (Band 5 Level 1) Please note, Our Watch does not offer salary packaging. |
| Reports to: | Manager, Evaluation and Learning |
| Date approved: | May 2019 |

Organisation context

Our Watch was established by the Commonwealth and Victorian governments in 2013 to drive nation-wide change in the culture, behaviours and structures that drive violence against women and their children. Since then the governments of the Australian Capital Territory, South Australia, Tasmania, Northern Territory, Queensland and Western Australia have joined as members. An independent not for profit company limited by guarantee, the organisation is based in Melbourne and registered with ASIC as the Foundation to Prevent Violence against Women and their Children. Our Watch is governed by a Board on behalf of its members. Our Watch works in partnership with others in public and private sectors.

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.

Our Watch is open to job share and flexible working arrangements.

Position overview

This individual's role is to support development of whole-of-population evidence on the primary prevention of violence against women. They provide research for the development of Australia's first *Progress in Prevention* report, which seeks to 'operationalise' our Guide to Prevention monitoring, [Counting on change](#) by producing a 'baseline and progress' report on population-level change towards prevention in Australia.

This is a short-term position to support the finalization of the first part of *Progress in Prevention* reporting, and to support planning for the project's second phase (which measures progress in the development of primary prevention infrastructure across Australia).

The position requires the incumbent to have:

- A strong understanding of both qualitative and quantitative research / evaluation methods and excellent writing skills
- A strong understanding of the Progress in Prevention project and its current state of implementation
- A commitment to the primary prevention of violence against women and advancing gender equality
- Highly developed program management, facilitation and communication skills

An understanding of the major Australian data sets relating to violence against women (including the Personal Safety Survey and National Community Attitudes Survey) and/or practitioner experience in and knowledge of the prevention sector will be highly valuable.

Responsibilities and accountabilities

- Support the finalization of a draft of *Progress in Prevention Report 1A* (encompassing medium- and long-term population-level measures of progress), through:
 - Discrete research tasks utilizing population-level datasets and writing up of analysis
 - Editing assistance
 - Supporting the development and writing of analysis sections and overall narrative, including through galvanizing input from across Our Watch
 - Support preparation of documents for the external Advisory Group.
- Support the development of a detailed monitoring framework and data collection plan for the short-term Infrastructure Measures (aligned with *Counting on Change*). This will include identification of internal data sources and mapping of the prevention workforce and sector.
- Contribute to building Our Watch as a trusted, expert national organization, collaborating across the organisation and supporting a culture of continuous improvement and learning.

Direct Reports N/A

Organisational Relationships

Internal: Our Watch is a highly collaborative working environment and the Senior Advisor appointed to this role will collaborate with all Our Watch teams at different times.

The *Progress in Prevention report* will align and leverage off the work to be undertaken by the Practice Leadership team in 2018 which is aimed at building the capacity of the primary prevention sector across Australia. Developing this report will require input from across the organisation particularly regarding identifying quality and proven tools, resources, and campaigns which the analysis will link to each domain of progress.

Skills and Qualifications

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| Qualifications and experience | <ul style="list-style-type: none">• Tertiary qualifications in social or political science, health promotion, gender studies, international development or other area of relevance• At least four years' experience in one of these fields• Specialist knowledge of quantitative and qualitative evaluation and monitoring techniques and methods, in particular data analysis and communication |
| Skills and expertise | <ul style="list-style-type: none">• Strong commitment to ethical research / evaluation practices and appropriate data collection and data management• Competence in the use of computer and software products, particularly survey monkey, excel and word• Experience in leading complex monitoring, evaluation and/or quality improvement initiatives including experience developing frameworks to frame action and track progress and developing/administering data collection tools• Excellent writing skills• Understanding of an intersectional approach to research, evaluation and/or monitoring. |
| Project management | <ul style="list-style-type: none">• Excellent organisational skills, including determining priorities and urgency in a practical way, using goals to guide actions, creating and implementing detailed project plans• Ability to manage stakeholder relationships with attention to detail on deliverables and adhering to internal and external approvals processes |
| Written and verbal communication | <ul style="list-style-type: none">• Demonstrated skills in communicating complex data to a variety of lay audiences• Excellent writing skills, including ability to produce a range of different kinds of high quality written materials and translate complex information into plain language and actionable strategies |

Commitment

- Commitment to Our Watch's vision and organisational values, including the principles of gender equality and inclusivity
- Commitment to working collaboratively and respectfully in a high performing team and organisation, with a persevering style and ability to meet tight deadlines and work productively with limited supervision