

Our Watch Limited: Position Description

Position summary

Position title:	Senior Evaluation Advisor, Education
Team:	Policy and Evaluation
Location:	Melbourne CBD VIC 3000
Position type/FTE:	Total 1FTE , job share available
Tenure:	October 2019 – 30 September 2021
Probation period:	6 months (standard condition at Our Watch)
Salary classification:	Band 5 Level 1 (starting at \$91,536.00 FTE pa plus superannuation)
Reports to:	Manager, Evaluation and Learning
Date approved:	July 2019

Organisation Context

Our Watch is a national, not for profit organisation established in 2013. Our mandate is to drive nation-wide change in the culture, behaviours, structures and power imbalances driving violence against women and their children. We are based in Melbourne.

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.

Position overview

The Our Watch evaluation team will be undertaking several major evaluations within the education setting over the next two years. Building on our work in schools as a setting for building equal and respectful relationships, Our Watch is building the evidence base for effective models of practice in the tertiary space. The Senior Evaluation Advisor/s, Education will be focused on developing and delivering evaluations in both TAFEs and universities.

Evaluation is central to the organisation's work and is a key component of our Strategic Plan and National Leadership Role. Our Watch is committed to prevention practice that is grounded in evidence (local and international), as well as contributing to the growing pool of knowledge on primary prevention. As a result, the Policy and Evaluation Team, have several existing and emerging project evaluations.

The Senior Advisor/s will be part of the Evaluation Team and will engage with a cross organisation team, working with internal experts from both Practice Leadership, Media and Communications as well as an external academic contractor (University of Melbourne) who are completing the impact data collection for the Universities Australia Project. Strong analysis and written communication skills will be essential as the Senior Advisor will be leading the development of the final evaluation reports, for various audiences, as described in the following table.

The position requires the incumbent to have:

- An understanding of developmental evaluation and/or action research methods.
- Demonstrated ability to undertake both qualitative and quantitative evaluation approaches.
- A commitment to the primary prevention of violence against women and advancing gender equality.
- Experience in analysing data and translating the findings for policy and practice.
- The ability to work independently and as part of a collaborative cross-organisation team.

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

We are flexible in terms of the days of work, but would require applicants to ensure they are able to attend regular cross team meetings for each of the three projects. Our Watch has a flexible work policy and supports working from home arrangements, provided regular communication with project team will be ensured.

Responsibilities and accountabilities

Reporting to the Manager, Evaluation and Learning, this position will work collaboratively across three higher education sector specific projects at Our Watch: the *Equality and Respect in Universities* Project (which includes two subprojects), the *Respect and Equality in TAFEs* project.

The Senior Evaluation Advisor, Education, may also provide evaluation expertise to other education-related activities that may arise.

Key responsibilities include:

- Collaborate with the Our Watch Practice and Policy Leadership teams to deliver evaluation of the three education sector initiatives described above. This will include:
 - project managing all aspects of the evaluations to ensure timely delivery of evaluation reports to the satisfaction of funders.
 - developing and fostering productive partnerships with key stakeholders (including internal team members) with a view to maximising support, 'buy-in' and uptake of evaluation findings
 - as required, developing regular progress briefs for Our Watch funders and Our Watch senior staff to inform their communication with key stakeholders
- Provide appropriate administrative evaluation tasks to an Evaluation Support Officer (to be confirmed). This is a new role, pending budget decisions, that will support a number of evaluations across the team. The Senior Advisor is required to provide quality assurance of all work produced by the Support Officer, and build their capacity undertake the work allocated.
- Support the Manager Evaluation and Learning, fellow evaluation staff members and Our Watch managers in other teams, in the development and implementation of evaluations for other existing and emerging Our Watch projects.
- Work with the Our Watch Media and Communications team in the development of web-based content, information sheets, media releases and other communications materials relating to key statistics and data on violence against women and gender inequality.
- Provide timely technical and content advice to Our Watch staff regarding evaluation-related issues.
- 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 May include supervision of support officer

Organisational Relationships

Internal: Our Watch is a highly collaborative working environment and the Evaluation Advisor will interact with all Our Watch teams at different times. The two initiatives described above are led by project managers within the Our Watch Practice Leadership team, and the Evaluation Advisor will collaborate closely with this team in all stages of design, implementation and reporting.

External: As internal evaluators, our primary stakeholders are fellow Our Watch colleagues, particularly given the developmental focus of these three initiatives. The role may require strategic engagement with the various project funders as well as external stakeholders from a range of organisations including academic experts and stakeholders from the education and response sectors.

Skills and Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in social or political science, health promotion, gender studies, international development, other area of relevance or equivalent lived experience. • Specialist knowledge of evaluation techniques and methods, in particular participatory evaluation approaches, action research methods and translating evaluation findings to inform practice.
Skills and expertise	<ul style="list-style-type: none"> • Strong commitment to ethical evaluation practices and appropriate data collection and data management. • Competence in the use of computer and software products, particularly survey monkey, excel and word. • Evaluation experience including demonstrated ability to develop program logic models and evaluation frameworks to frame action and track progress and developing/administering evaluation tools. • 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, funder and supplier relationships with attention to detail on deliverables and adhering to internal and external approvals processes
Stakeholder engagement and relationship development	<ul style="list-style-type: none"> • Demonstrated skills, knowledge and behavior to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these
Written and verbal communication	<ul style="list-style-type: none"> • High level analytical, written and verbal skills in communicating complex data to a variety of 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. • Oral presentation skills, especially in distilling and conveying key messages to different audiences.
Commitment	<ul style="list-style-type: none"> • Demonstrated passion for participatory evaluation methods and practice improvement. • 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.