# Position description

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| **Position title:** | Research and Evaluation Officer |
| **FTE:** | 1.0 |
| **Position number:** |  |
| **Location:** | ANROWS National Office (Sydney) |
| **Reporting to:** | Evaluation and Partnerships Manager |
| **Financial delegation:** | Nil |
| **Date reviewed:** | 25 November 2024 |

# Primary purpose of the position

The Evaluation and Partnerships team works with government and non-government partners to design and implement evaluations of policies, programs and other initiatives in the areas of family, domestic and sexual violence.

As Research and Evaluation Officer, your primary responsibility will be to assist the team in the design and implementation of evaluations, using various approaches. You will work closely with your team members to gather and analyse data and contribute to the development of practical, evidence-informed insights for our partners. Your work will contribute to informed decision-making and service-delivery improvements towards ending violence against women and children in Australia.

Key responsibilities

1. **Contribute to the design of evaluations at ANROWS.** This may include supporting literature reviews, contributing to the preparation and implementation of evaluation planning workshops and supporting the development of logic models, theories of change and evaluation frameworks.
2. **Undertake qualitative and quantitative data collection and analysis and other research tasks**. This may include developing data collection instruments, undertaking data collection (e.g. conducting interviews and focus groups, or supporting the administration of surveys), supporting data management, supporting qualitative and quantitative data analysis, and preparing and coordinating ethics applications on behalf of the evaluation team.
3. **Assist with project management and administration of evaluation projects**. This may include assisting with monitoring of project plans and budgets, coordinating project meetings and workshops, organising data collection activities, and internal and external progress reporting.
4. **Support the communication of evaluation findings.** This includespreparingaccessible evaluation reports, synthesis papers, presentations and other outputs to communicate key insights for internal and external audiences.
5. **Contribute to the growth of the Evaluation and Partnerships portfolio**. This may include contributing to, or coordinating proposals and applications for project funding, and supporting the development and continuous improvement of internal tools, templates and processes for the evaluation team.
6. **Work collaboratively with external and internal stakeholders.** This includes maintaining positive relationships with clients, contributing to a positive and effective team dynamic at ANROWS and contributing to cross-team projects, as required.

Selection criteria

*Essential criteria*

1. Professional experience in evaluation in a relevant sector, including applying evaluation approaches and appropriate methods.
2. Demonstrated research skills that can be applied to evaluation, including experience collecting and analysing qualitative and quantitative data.
3. Experience in project management of research and/or evaluation projects including coordinating tasks, prioritising competing demands and ability to work to agreed timelines.
4. A track record of effective written communication, including preparing research/evaluation reports or presentations for diverse audiences.
5. Well-developed interpersonal and teamwork skills, including the capacity to maintain collaborative relationships with clients and partners.
6. A tertiary qualification or equivalent in a relevant field (e.g. evaluation, psychology, criminology, sociology, public health, gender studies).

*Desirable criteria*

1. Knowledge of a broad range of issues relating to domestic, family and sexual violence.
2. Experience working with diverse groups, including Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities.
3. Understanding of decolonising and/or Indigenous research methodologies and methods.
4. Ability to travel domestically, as required.

**Position description authorised:**

Tessa Boyd-Caine, CEO Date: