

Our Watch Role Statement

Position details

Position title:	Advisor, Data and Evaluation
Team:	Innovation Directorate
Reports to:	Manager, Design Impact and Evaluation
Position location:	Our Watch office is in Melbourne, however this role can be worked remotely or hybrid. Some travel may be expected
Work type:	Casual
Job duration:	5 week contract with possible extension opportunity
Probation period:	N/A
Salary:	Our Watch Band 4, Level 1, Paypoint 0, at \$55.57 per hour (inclusive of casual loading) plus superannuation

Our Watch is eligible for some tax reducing options that you can access however please note, Our Watch is classified as rebatable (not exempt) by the ATO.

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

Working in the Innovation Directorate, this is an exciting opportunity to contribute to the work of Our Watch as an evidence-based organisation in its role in preventing violence against women and children.

In this role, you will support the Evaluation team in analysing quantitative and qualitative data for the Performance Evaluation Framework report. Responsibilities include coding data, assisting in the development of thematic analyses to translate emerging evidence into reports, and contributing to the synthesis of findings ahead of sensemaking sessions. Additionally, you will help create materials to present findings prior to reporting, such as Miro boards, snapshots, or pivot tables using Excel or Power BI.

This position works closely with Evaluation Leaders and reports directly to the Impact and Evaluation Manager.

You thrive on establishing and maintaining efficient processes and systems, demonstrate initiative, and possess a hands-on, solutions-focused mindset with exceptional attention to detail. Moreover, you are passionate about advancing gender equality and committed to preventing violence against women.

Responsibilities and accountabilities

- Support DEI team on the PEF reporting processes.
- Cleaning qualitative and quantitative data as required.
- Coding of qualitative data and support qualitative analysis of learning and impact logs, and other secondary data sources.
- Development of data synthesis and materials to support sense making workshops.
- Analysis and synthesis of quantitative data, creating pivot tables in excel to showcase results.
- Support the development of snapshots after the sensemaking meetings for the PEF report.

Direct reports

The role has no current direct reports.

Organisation relationships

Internal

- Prevention in Action Directorate
- Innovation Directorate
- Government Relations, Policy and Evidence Directorate
- Marketing and Communications Directorate
- Corporate Services Directorate
- CEO and Executive Team

External

- University partners and sector stakeholders
- External suppliers and consultants

Selection criteria

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

Qualifications and experience

- Tertiary qualifications in social or political science, public policy, public health, health promotion gender studies, evaluation or other area of relevance, or equivalent experience.
- Experience in research or evaluation data analysis cycle.
- Desirable experience using NVivo, Dedoose, Miro, Excel or PowerBI
- Skills in critical thinking, quantitative and qualitative research, evaluation and data analysis.

- Knowledge of monitoring and evaluation methods and practices, experience translating findings to a diverse audience in a variety of formats including skills in data visualisation.
- Experience in producing high-quality written materials, including case studies, reports and briefs.

Written and verbal communication

- Proven ability to produce high quality written communication that is suited to the audience and provides clear messages
- Proven ability to produce written reports and keep detailed records
- Proven ability to develop and deliver presentations and workshops