

## Monitoring, Evaluation & Learning ( MEL )Analyst

Position Title	Monitoring, Evaluation and Learning (MEL) Analyst
Reporting to	Lead, Evaluation

### About Paul Ramsay Foundation

Paul Ramsay was a visionary business leader who left Australia a remarkable legacy. Through his generous bequest, the Paul Ramsay Foundation continues his philanthropic legacy through a shared commitment to help break cycles of disadvantage in Australia.

Our talented team bring to this challenge their diverse perspectives and experience. We are anthropologists and educators, lawyers and economists, epidemiologists and entrepreneurs, political scientists and historians, psychologists and business analysts, journalists and administrators, philosophers, and artists –all guided by our values of respect for people, curiosity, loyalty, courage and innovation. Diversity & inclusion, wellness, culture and learning are all important to us.

Find out more about the Paul Ramsay Foundation at our [website](#).

### About the Evaluation Team

At the beginning of 2021, the Foundation established its Evaluation function, recognizing the importance of investing in its evaluation capacity to be able rigorously monitor, assess and learn from its myriad partnerships. A high-level evaluation framework has been established and we are now looking to significantly expand the evaluation team to drive forward our learning agenda and culture.

### Role Summary

The MLE Analyst will be responsible for providing broad-based analytic and project management support for monitoring and evaluation activities across the Foundation's various partnerships (grants and impact investments) at both a project- and portfolio-level.

### Key Responsibilities

#### *Strategy*

- Support the team in developing our evaluation strategy and frameworks
- Be a spokesperson for evaluation strategy and approaches with other team members across PRF

#### *Planning and design*

- With guidance from the Evaluation Lead, manage our pipeline of evaluation projects with a rolling 12-18 month horizon
- Work closely with the Development team to set outcome goals, monitoring indicators and evaluation plans for new partnerships
- Provide technical input in the development of monitoring and reporting plans in collaboration with other analysts and managers

#### *Execution*

- Collaborate with grant managers to oversee timely and accurate reporting and monitoring of partnerships
- Work with internal and external teams to carry out rigorous partnership reviews and ongoing monitoring of progress
- Engage with external providers for evaluation projects

#### *Documentation and dissemination*

- Document emerging insights, lessons learned and best practices to strengthen foundation practices regarding outcomes and impact
- Produce reports and analysis to inform internal strategy and practice (such as with the Board) and to disseminate knowledge for public benefit
- Support development and completion of impact reporting for the foundation

#### **Personal Characteristics, Skills and Knowledge**

Demonstrated experience in relevant contexts including evaluation, research and performance analysis

- Understanding of a variety of qualitative and quantitative evaluation tools, methods and frameworks to understand impact and generate insights
- Knowledge and appreciation of 'socially inclusive' approaches to evaluation, such as First Nations knowledge and GEDSI strategies
- Demonstrated interest in domains relevant to poverty and disadvantage
- Strong project management skills including the ability to deliver across multiple projects simultaneously
- Excellent stakeholder management skills
- Strong verbal and written communication skills for both technical and non-technical audiences
- Highly organised and methodical with strong attention to detail and process
- Comfortable working in ambiguous, complex and agile environments
- Highly resourceful and motivated, able to take initiative and collaborate effectively
- Self-starter with a "roll up the sleeves" attitude in independent and team work

#### **WHAT WE OFFER**

We are committed to offering and supporting development and employment opportunities to help people excel and build a meaningful career. We offer generous learning and development opportunities as well as flexi time, access to employee benefits, employment assistance program (EAP) and education assistance.

We promote diversity in the workplace and have a culture that is inclusive, respectful and embraces the unique skills and qualities of all people.