



Position Description

Research and Evaluation Advisor

Position	Research and Evaluation Advisor
Team	Research, Outcome Measures and Evaluation (ROME) Team
Employment Type	Full Time or 0.8 EFT Fixed Term Contract
Hours	30.4 hrs per week (0.8) Full Time Equivalent or Full Time
Location	Sandringham and Frankston <i>From time to time the incumbent may be requested to work from, or be based at, other Family Life sites.</i>
Reports To	Research and Evaluation Lead
Effective Date	August 2022

Overview of Program

Family Life's Research Outcome Measurement and Evaluation Team is part of Family Life's Impact and Strategy team. The overall focus of the team is on demonstrating the quality and impact of Family Life's programs and services with a focus on clinical governance, practice quality, community activation and knowledge dissemination.

Position Objective

To support the growth of Family Life's skill and capacity to undertake a range of research and evaluation projects internally and externally, disseminating knowledge, evidencing impact and creating a culture of commitment to demonstrating outcomes for the child and family services sector. Family Life has an established Research, Outcome Measures and Evaluation (ROME) team comprising the Senior Manager Practice and Evidence, a Research and Evaluation Lead, and two Research and Evaluation Advisors. The work of the ROME team includes:

- Annual Service Outcomes and Performance and Impact reporting,
- Program specific Performance and Impact/Evaluation reports;
- Supporting tender writing and submissions;
- Quarterly outcome measurement reporting;
- Outcome Star training;
- Data walks with every service team to review outcome measures;
- Theory of change/program logic workshops for specific programs;
- Developing evaluation strategies for different programs and undertaking the evaluations;
- Assisting with development and analysis of surveys, e.g. volunteer survey, employee pulse check, SARC project;
- Participation in the diversity and inclusion and digital transformation working groups.

Key Responsibilities

The key responsibilities include but are not limited to:

Research and Evaluation Team Participation:

1. Support the Research and Evaluation Lead to execute a work plan that aligns with Family Life's Strategic Plan in a collaborative manner, promoting the practice of innovation and problem solving as a team.
2. Attending team meetings and other meetings relevant to the role including program implementation and evaluation meetings and whole Impact and Strategy planning meetings;

3. Day to day liaison with the Research, Outcome Measures and Evaluation team including the Senior Manager Practice and Evidence, Research and Evaluation Lead and Research and Advisor. Discuss and contribute to the team work plan, participate in six monthly formal performance appraisals with the Research and Evaluation Lead and participate in team learning and development activities;

Research and Evaluation Activities:

- Undertaking evaluation of both internal and external programs and services, some of which are already underway;
- Supporting the development of Family Life program implementation and evaluation strategies, monitoring implementation and undertaking process and outcome evaluation;
- Conducting research involving community consultation and co-design;
- Developing strategies for knowledge transfer and dissemination with a focus on practice based research;
- Assisting practice teams to understand service outcomes through analysing and reporting on data from the client record management system;
- Supporting program leaders to understand and report on data to fulfil service contract requirements.

Agency Connection and Collaboration:

- Participation in relevant working groups and committees such as the Diversity and Inclusion and Digital Transformation Working Groups.
- Establish processes for connecting with services teams to support ongoing implementation and evaluation of new and existing programs.
- Support the development of Family Life's Knowledge Translation Strategy focusing on strategies for embedding the link between research and practice through a range of

internal and external opportunities including conference presentations, in house research forums and digital platforms.

- Supervising Research and Evaluation students as required.

Key Selection Criteria

Qualifications:

A higher degree or equivalent in a field related to the Social Sciences with a research and evaluation component;

Knowledge and Skills:

- Extensive experience in conducting evaluation and research projects, preferably in the not for profit sector.
- A high-level understanding and experience in mixed-method research and a diverse range of evaluation design
- Extensive experience in the collection, collation and analysis of data e.g. literature reviews, population-level data
- Strong data analysis skills in both qualitative and quantitative methods including thematic analysis and statistical analysis, using Nvivo and SPSS software.
- Ability to interpret and present complex information with actionable insights
- Ability to manage multiple tasks at once and meet deadlines
- High level of verbal and written communication skills including the ability to communicate complex information in a simple yet engaging manner to a variety of audiences
- Excellent administration skills including the capacity to execute team and individual work plans;
- Capacity to engage with a wide range of internal and external stakeholders including Family Life staff, clients, external services and community groups, building positive relationships and raising awareness of Family Life's research and evaluation work;
- Minimum intermediate level computer skills in a Windows environment including word processing, Excel spreadsheets, data collection and entry, internet and email with an ability to embrace new technology to enhance productivity and effectiveness.

Other:

A demonstrable commitment to the Family Life Way

The Family Life Way

Our six principles are at the heart of the work that we do at Family Life, they inspire us to achieve the best results for our clients and the communities we serve. The principles exemplify our commitment to support our people to produce quality services and outcomes.

Create Safety



- Safety for Clients and Peers
- Respect, Empowerment & Well-being
- Be Supportive
- Be Kind

Celebrate Difference



- Welcome Diversity
- Celebrate Difference Of Ideas
- All Community Members are Welcome at Family Life
- Share Knowledge and Experiences

Be Bold



- Fail Forward
- Lead By Example
- Ask Why?
- Ask for Feedback and Self-Reflect

Be Real



- Be the Best Version of Yourself
- Admit What You Don't Know
- Have the Hard Conversations, Respectfully
- Be Open and Honest

Dream Big



- Have Stickability - Persistence
- Think differently, Innovatively
- Be Adaptable
- Plan and Prioritise

Embrace Everyone



- Many Voices, One Purpose - To Transform Lives for Stronger Communities
- Collaboration
- Partnerships
- Be Inclusive and Encourage Participation

Additional Information

- Family Life is a youth and child safe organisation that values, respects, and listens to children and young people.
- All offers of employment are subject to a satisfactory Working with Children Check, Police Records Check and Covid-19 Vaccination Certificate.
- Family life operates across multiple sites, therefore it is essential that all employees hold a current Driver's License.
- Family Life offers generous salary packaging benefits.
- All offers of employment at Family Life are subject to a six-month probationary period.
- Family Life is committed to providing a safe, healthy and friendly working environment.
- Family Life prides itself on being flexible and family-friendly wherever possible for the mutual benefit of employees and the organisation.
- Family Life expects all employees and volunteers to understand and behave in accordance with our principles, purpose, values and code of conduct.