

POSITION DESCRIPTION

TITLE:	Program Evaluation Specialist		
POSITION NUMBER:	223		
BRANCH:	Communication and Education		
CLASSIFICATION:	VPS Grade 5.2		
REPORTS TO:	Manager, Education and Inclusion		
DATE CREATED:	June 2019	LAST REVIEWED:	May 2021

1 OUR ORGANISATION

The Victorian Electoral Commission (VEC) is the administrative agency through which the Electoral Commissioner's legislative obligations are exercised. The VEC is committed to ensuring that its policies and practices reflect good governance as well as complying with all relevant legislation. Adherence to the VEC's governance framework demonstrates accountability to stakeholders and ensures the vitality and impartiality of the electoral system, now and into the future. Staffing and work practices are determined by the *Public Administration Act 2004* and guided by the Victorian Public Sector Commission.

The VEC is an independent agency, operating under the auspices of the Department of Premier and Cabinet. The VEC is not subject to the direction or control of the relevant Minister in respect of the performance of its responsibilities and functions and the exercise of its powers.

The VEC's primary responsibilities under the *Electoral Act 2002* are:

- conducting parliamentary, local government, and certain statutory elections
- maintaining the Victorian register of electors
- supporting electoral representation processes for local councils and the Electoral Boundaries Commission
- promoting public awareness and understanding of electoral issues, and
- administering Victoria's political funding and donation disclosure obligations.

Our Vision

All Victorians actively participating in their democracy

Our Purpose

To deliver high quality, accessible electoral services with innovation, integrity and independence

Our Values

- **Independence:** acting with impartiality and integrity
- **Accountability:** transparent reporting and effective stewardship of resources
- **Innovation:** shaping our future through creativity and leadership
- **Respect:** consideration of self, others and the environment
- **Collaboration:** working as a team with partners and communities

2 ROLE CONTEXT AND PURPOSE

The Communication and Engagement Branch comprises three distinct teams and provides a number of communication, education and inclusion services to various audiences to educate and ensure public compliance with enrolling and voting requirements. These services include:

- internal communication services for the VEC
- development and implementation of communication strategies and campaigns for electoral events
- delivery of external digital communication services to key stakeholders
- development of strategies to promote and encourage participation and inclusion
- provision of electoral education and civics programs to those traditionally under-represented in the electoral process
- provision of advice on electoral legislation and strategic matters and
- provision of research and information services.

Reporting to the Manager Education and Inclusion the position is based within the Communication and Engagement Branch to provide expertise and capability uplift within the Education and Inclusion Team for projects related to electoral and stakeholder engagement. This will include establishing a robust monitoring and evaluation framework for the Communication and Engagement Branch that can provide systematic processes and clear data and evidence of the branches project outcomes and impact. This will include development of evaluation instruments and procedures that facilitate evidence-based, transparent decision-making and influence planning wherever possible. Frameworks will be developed for transferability across the wider organisation in mind.

The role will lead the development and implementation of a range of evaluation activities across the branch aimed at improving the engagement of those traditionally under-represented in the electoral process. You will be responsible for providing evaluation expertise and supporting all phases of the evaluation process including problem definition, program logics, planning, implementation, analysis, interpretation and reporting on findings. The role will also act as a subject matter expert on program evaluation and support activities across the wider VEC as appropriate.

The Program Evaluation Specialist will also provide leadership and coaching support to select effective evaluation models and methods which includes recommending data management and analysis tools and ensuring evaluation results are systematically embedded for improved decision making and program delivery. The Program

Evaluation Specialist will foster knowledge sharing on international and best practice trends in evaluation, provide expertise and support on implementing robust program evaluation, create evaluation knowledge products and support an organisation-wide approach to improving VEC's evaluation practices.

3 ACCOUNTABILITIES

- 3.1 Develop, implement and report on an evaluation plan for the VEC Communication and Engagement Branch which aims to ensure systematic evaluation outcome reporting. This includes prioritising and assigning tasks and ensuring milestones are met.
- 3.2 Lead the development and implementation of monitoring and evaluation processes and systems to ensure VEC Communication and Engagement projects and programs are thoroughly and objectively evaluated. This includes developing and reviewing policies, procedures, systems, tools and templates for conducting program evaluation and supporting staff to design and implement robust evaluation of their work. The work will also be used to support wider organisational priorities and initiatives where appropriate.
- 3.3 Ensure new and existing process, outcome and impact evaluations, theories of change and program logic models are consistent, logical and improve program accountability. Ensure they are impartial, credible and embed an independent assessment of results and effectiveness.
- 3.4 Collaborate with the VEC research team to apply quantitative and qualitative data collection and analysis to evaluate VEC projects and programs and ensure results drive improved planning and decision-making.
- 3.5 Assist in developing systems for organising evaluation data to analyse, identify and report trends. This work will involve researching, evaluating and selecting new data reporting products where appropriate.
- 3.6 Prepare and summarise information and/or recommendations for future program development and refinement including gathering and analysing evaluation data and completing cost/benefit analysis.
- 3.7 Work with the VEC Learning and Development Team to design and implement training for VEC staff to build evaluation literacy and capability - specifically the ability to develop program logic models, evaluation measures and techniques for new and existing programs and projects.
- 3.8 Actively support and promote the objectives of the branch/VEC and demonstrate the VEC's Values.
- 3.9 Be familiar with and adhere to the VEC code of conduct, VEC policies, guidelines and procedures, and risk assessment protocols.
- 3.10 Other duties as requested.

4 KEY SELECTION CRITERIA

- 4.1 Extensive experience conducting process, outcome, impact and cost/benefit analysis evaluations using a deep knowledge of current evaluation approaches, and methodologies.
- 4.2 Ability to share expertise and knowledge on a range of program evaluation methodologies and techniques including designing and using a range of program evaluation tools e.g. surveys, focus groups, structured interviews.
- 4.3 Extensive experience using critical thinking to develop clear, concise, and compelling evaluation reports based on the results of both qualitative and quantitative data.
- 4.4 Experience determining the most efficient and effective evaluation methodology for a broad range of community-based and corporate projects and programs.
- 4.5 Knowledge of specialised software applied to evaluation, including knowledge to establish and maintain databases and tracking systems for organising data to analyse, identify and report trends.
- 4.6 Excellent communication and organisational skills to work collaboratively on managing multiple program evaluations with minimal supervision.
- 4.7 Tertiary qualifications in evaluation methodologies or an associated field (e.g. social science, community engagement, research, education, public policy) and/or extensive demonstrated professional evaluation experience.

5 OFFICE LOCATION

The usual place of work for the position is at the VEC's office located at 530 Collins Street, Melbourne. On occasion, some VEC positions may be required to travel to country Victoria and there may be periods of overnight stays.

6 THE VEC STRUCTURE

The VEC comprises an executive and seven Branches (or work units). The executive and the seven Branches are all located at the VEC's "head office". The VEC also operates a warehouse located at Melbourne Airport Business Park.

During elections, the VEC establishes temporary offices from which election managers and returning officers manage the election(s) for their electorate(s).

7 STAFF NUMBERS

The VEC's staff numbers fluctuate significantly depending on election events. While the VEC has "core" staff, the total staff complement increases as required during the preparation for, and conduct of, State and local government elections.

8 OHS RESPONSIBILITIES

Safety is everyone's responsibility at the VEC.

The VEC and its employees are committed to providing and maintaining a working environment which is safe and without risk to the health of all employees, clients, contractors and visitors. This commitment also extends to ensuring that the work of the VEC does not place the Victorian community at risk of injury, illness, disease or any form of property damage.

In the context of Occupational Health and Safety (OHS) policies, procedures, training, and instruction, as detailed in section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring that they:

- follow reasonable instruction
- cooperate with their employer, and
- at all times, take reasonable care of their health and safety and for the safety of others in the workplace.

Employees are required to be familiar with, adhere to, and where applicable use relevant policies, guidelines, procedures and risk assessment tools to minimise OHS risks in the workplace.

In this role, the known risks include basic manual handling and sedentary computer-based desk work. The role involves interface with members of the public and may also involve travel. Travel and driver safety procedures and the Harassment, Discrimination, Workplace Bullying and Anti-violence policy will need to be followed.

9 EQUAL OPPORTUNITY EMPLOYER

The VEC values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such the VEC offers reasonable adjustments for applicants with disabilities on request.

The VEC is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. The VEC strongly encourages applications from Aboriginal and Torres Strait Islander people. The VEC aims to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job using a merit-based selection process.

The VEC is committed to embracing reconciliation within the organisation and across Victoria's electoral system. Please read further information about the VEC's Aboriginal Engagement Plan at <https://www.vec.vic.gov.au/about-us/what-we-stand-for/self-determination>

10 OTHER RELEVANT INFORMATION

- The position is employed pursuant to the *Victorian Public Service Enterprise Agreement 2020*.
- You must comply with the Code of Conduct for Victorian Public Sector Employees of Special Bodies.

- Ongoing employment is subject to and conditional upon the return of a satisfactory National Police Certificate, and maintenance of a working with children check.
- The VEC is a 'Child Safe' organisation committed to the health, wellbeing and safety of children and young people. This commitment is taken seriously, and employees are expected to be cognisant of, and act consistently with, the VEC's expectations with regard to child safe principles and behaviours.
- Applicants who have been previously employed within the Victorian Public Sector must be asked whether they accepted a Voluntary Departure Package (VDP). There is a general prohibition on any form of re-employment of a former public servant who has accepted a VDP for a period of three years following receipt of the package.
- You need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
- The VEC understands that work/life balance is an important part of employees' lives. The VEC offers a wide range of flexible work options to enable you to balance your work with other commitments and activities. This includes various options that can be requested and negotiated with your manager on a case-by-case basis, in consideration of the VEC's operational requirements.
- Work outside normal hours may be required to meet deadlines, including working weekends leading up to, during, and after elections.
- The VEC is a smoke free environment.

11 PRIVACY NOTIFICATION

The VEC requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Further information on the VEC can be found at vec.vic.gov.au

12 ELIGIBILITY AND RIGHTS TO WORK IN AUSTRALIA

You can gain employment with the VEC if you are:

- an Australian citizen: a birth certificate, citizenship certificate or current passport is proof of eligibility
- a permanent resident of Australia or New Zealand citizen who has entered Australia on a valid passport: you are allowed to stay and work in Australia without restriction, or
- a non-citizen with a valid visa that provides work rights: a current passport containing the visa is proof of eligibility. As the visa has an expiry date, non-



citizens can only engage in casual, temporary or fixed term roles that do not extend beyond the expiry date.

Visitors on a Working Holiday visa are permitted to work in temporary or casual roles, but for no longer than six months with any one employer.

13 POLITICAL IMPARTIALITY

The VEC must act in a completely impartial way in all its activities, operations and dealings with stakeholders. Employees must undertake not to engage in any behaviour that would bring into question the independence or impartiality of the VEC in undertaking its various functions.

In accordance with section 17A of the *Electoral Act 2002*, the VEC may ask applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation.

If you are the preferred applicant for a position, you will be required to complete a Disclosure of Political Activities form. Your appointment will be made subject to satisfactory completion and assessment of this form. Please read further information about the process at <http://www.vec.vic.gov.au/Employment/WorkingWithVEC.html>
