

ROLE OVERVIEW	
JOB TITLE	Director Evaluation
TEAM	Evaluation
LOCATION	Our Place Central Office
REPORTS TO	Chief Executive Officer
GENERAL ROLE DESCRIPTION	
<p>Our Place aims to influence systemic change to enable children and families to thrive. High quality evaluation is integral in providing the evidence-base for this objective.</p> <p>Reporting to the CEO, this role is critical in leading the organisation's evaluation agenda – particularly capturing the evidence of Our Place approach's impact. The Evaluation Director is responsible for generating insights, delivering core evaluation products and managing key stakeholder relationships.</p> <p>As a member of the Our Place Leadership Team, this role contributes to guiding the strategic direction of the organisation, managing material risks and building / fostering a positive, empowering and inclusive culture that enables employees to achieve their potential and to fulfill the Our Place vision.</p>	
DUTIES & RESPONSIBILITIES	

Evaluation Leadership

- Oversee delivery of outputs that meet Our Place's evaluation plan and critical stakeholder needs
- Lead and drive evaluation thinking, at a whole-of-approach level, through an evaluation framework and outputs that cut through complexity while recognising the nuances in site-by-site delivery
- Build and maintain strong Government and broader stakeholder relationships that enable access to data and maximise the influence of evaluation deliverables
- Represent and advocate for Our Place position on key issues in relation to evaluation
- Assure the security of all data and personal information collected as part of evaluation activities in accordance with relevant agreements and policies

Team Direction and Management

- Lead the Evaluation Team, overseeing their workplan and deliverables to establish purpose, structure, and content, while assuring quality, completeness and timely delivery
- Collaborate with Leadership Team members to enable efficient ways of working and minimise duplicative work
- Budgeting, monitoring and reporting for Evaluation activities and prioritising Evaluation Team related activities across Our Place
- Oversee and support management of risk per Our Place Risk Management Policy & Framework
- Ensure the health, safety and well-being of Evaluation team members in undertaking work

Team Capability

- Support the Evaluation Team to provide strategic and effective capability building to other Our Place team members based on needs and gaps
- Lead team members to achieve their performance goals, provide professional development, coaching and support
- Periodically visit sites to support their understanding of Our Place's Theory of Change, Evaluation Framework and Plan and how it links to their work and strategic priorities

SKILLS, KNOWLEDGE & ATTRIBUTES

Skills

- Ability to lead the design and implementation of complex and place-based evaluations using a range of qualitative and quantitative methodologies, including the use of theories of change
- Strong conceptual and analytical skills, with a capacity to identify approach- and system-wide insights and implications
- Strong written and verbal communication skills with the ability to translate complex concepts for different audiences
- Well-developed project management, organisation and time management skills
- High-level qualitative and quantitative research and data analysis skills

Knowledge

- Knowledge and understanding of complex place-based initiatives
- Well-developed network in the evaluation field to leverage knowledge and expertise

Attributes

- Ability to work effectively with senior leaders and stakeholders from different organisations, including government departments, external consultants and academic institutions
- Demonstrated capacity to deliver high quality outcomes from evaluation programs
- A strongly developed collaborative approach to working with a range of teams and groups
- Ability to lead, motivate and mentor the Evaluation Team, fostering ongoing professional development

EXPERIENCE & QUALIFICATIONS

- Postgraduate qualifications in relevant field
- Strong familiarity with monitoring and evaluation methods and frameworks (qualitative and quantitative)
- 5-10 years of experience in managing teams
- Working in a complex multi-stakeholder environment, ideally with exposure to state and/or local government

WORKING CONDITIONS

WORK ENVIRONMENT	The role is performed primarily at the Our Place central office, with flexibility to work from home. From time to time, there will also be the need to travel to meet with local stakeholders and to Our Place sites.
HOURS / SHIFTS	Full-time, based on 5 days per week, working at least 38 hours per week
BENEFITS	Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexibility and part time / flexible work arrangements where possible in accordance with Our Place policies.
CHILD SAFETY	A current Working with Children Check and a Police Check undertaken at least once every three years is a condition of employment for all Our Place roles. All employees are expected to understand and comply with the Our Place Child Safety Policy at all times.
OTHER	The role is eligible to participate in the Our Place employee-funded leave arrangement that enables employees to take additional leave beyond the four weeks statutory leave entitlement. Refer to the Our Place Employee-Funded Leave Policy for more details.