

Our Watch Role Statement

Position details

Position title:	Evaluation Lead
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:	1.0FTE, full time (flexible FTE options will be considered)
Job duration:	Fixed term until 30 June 2027 with possible extension opportunity
Probation period:	6 months
Salary:	Our Watch Band 5, Level 1, commencing at \$98,825 – \$103,784 plus superannuation and 17.5% annual leave loading

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 within the Innovation Directorate, this position will primarily co-ordinate the implementation of the Performance Evaluation Framework across teams within our watch. Additionally, the role will support and deliver evaluation initiatives across the directorate and will develop knowledge translation outputs based on key Evaluation and Impact findings.

The role will contribute to building the evidence base for the organisation to continue to enhance its work in the primary prevention of violence against women.

Reporting to the Manager, Impact and Evaluation this important role will be responsible for co-ordinate key stages of the Performance Evaluation (PEF) Framework implementation. The role will lead the engagement, data collection, analysis, synthesis and dissemination of findings across the organisation, with particular focus on qualitative data. This role will also support multiple evaluations initiatives across the directorate with a focus on projects funded by the National Plan to End Violence Against Women and Children.

This role will work closely with the Manager, Impact and Evaluation, and another Eval Senior Advisor. It will also engage with grants team, and Monitor and Evaluation in the Prevention in Action, Government Relations and Policy Engagement, Innovation and Campaigns teams.

The Evaluation lead role will support, embed and oversee evaluation in the design, planning, implementation and reporting stages of projects. The Evaluation Lead role will support ongoing practice improvement and use of insights for future organisational and sector initiatives. Depending on the project, Evaluation Leads will recruit and manage consultants and suppliers to support Our Watch developmental research and evaluation.

Responsibilities and accountabilities

Performance Evaluation framework

- Coordinate planning and implementation of the Performance Evaluation framework reporting processes bi-annually.
- Focus on qualitative and/or quantitative reporting aspects as required.
- Develop process materials, running kick-off meetings across the org and promoting engagement of different reporting groups.
- Support key planning processes for PEF implementation, and different parts of the data analysis cycle as required.

Project work

- Lead planning for a portfolio of campaign/project evaluations and developmental research, including:
 - Project management and evaluation design, implementation, data collection, analysis, reporting and dissemination.
 - Development of evaluation findings, learnings and knowledge translation outputs (i.e. reports) that can inform the improvement of primary prevention of violence against women initiatives.
 - Ensure Our Watch approaches to evaluation designs, methodologies, processes and reporting reflect primary prevention frameworks, take an intersectional and ethical approach and contribute to the evidence for the prevention of violence against women.
- Lead developmental research projects as needed to support the design and development of campaigns and projects including understanding and further identifying audiences /stakeholders and facilitating the development of theories of change and/or logic models.
- Ensure ethical approaches, practices, and systems across developmental research and evaluation design, data collection and management and use of findings.
- Lead the recruitment, contracting and management of consultants and suppliers reflecting Our Watch policy and ensuring documentation of processes.
- Identify efficiencies and work with the Manager, Design Impact and Evidence to further develop and streamline evaluation systems and processes.
- Provide appropriate guidance, technical inputs and feedback to consultants and suppliers to help ensure quality and consistency of research and evaluation reporting is maintained and enhanced.

Stakeholder engagement

- Establish and maintain positive relationships with key internal and external stakeholders by:
 - Fostering productive and collaborative working arrangements with internal stakeholders to ensure evaluation designs, processes and reporting address intended purpose
 - Representing Our Watch at relevant meetings and events particularly to share and disseminate evaluation methodologies, findings and learning.
 - Providing high quality primary prevention evaluation and research advice and oversight to lead and support management of external contractors and evaluators including:

Teamwork

- Provide high quality evaluation advice and support across the organisation to Project.
- Contribute to the development and lead the application of Our Watch evaluation standards, guidance and tools.
- Support the development of Our Watch and Directorate and staff capacity for and commitment to evaluation design, management and use.
- Work with and support colleagues to translate and use evaluation findings and insight to inform new campaign/project designs
- Contribute to project design including facilitating development of theories of change, logic models and evaluation designs.

A working with children check may be a mandatory requirement for this role. You will be required to secure this before you commence.

Direct reports

The role has no current direct reports but may supervise Project Advisors and/or Project Officers in the future.

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

- Project partners and sector stakeholders
- Relevant government departments
- External suppliers and consultants
- Our Watch member representatives
- Universities and academics
- Project advisory groups, committees, relevant networks

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 which include research and evaluation or applied social research, within the following fields: evaluation, behavioural science, training in social science, psychology, health promotion, public health, gender studies, community development, international development, other area of relevance or equivalent lived experience.
- At least three years' experience leading evaluation or research projects.
- Understanding of what it means to take an intersectional approach to the prevention of violence against women. Awareness and responsiveness to systemic inequality and social injustice or demonstrated capacity for self-initiated development of this.
- Desirable experience in reporting processes to government organisations.

Skills and expertise

- Advanced experience in designing and managing project evaluations to support ongoing improvement, learning and assess outcomes and impact.

- Demonstrated experience in applying an ethical approach to evaluation design, data collection and management and use of findings and in relation to sensitive topics such as gender equality.
- Demonstrated expertise in quantitative and qualitative data collection and analysis.
- Desirable experience in the use of data analysis software such as NVivo, Dedoose or PowerBI.
- Excellent organisational skills, including determining priorities and urgency in a practical way, using goals to guide actions, creating and implementing detailed project plans and schedules and being flexible and adaptive as situations change.
- Experience using Miro, Asana or Monday.com

Stakeholder engagement and relationship development

- Well-developed relationship management skills, with the demonstrated ability to work, collaborate and consult with a diverse range of internal and external stakeholders including market research suppliers, NGO partners, academics, research organisations and other key stakeholders, including contract establishment and management and working through disagreements or conflicts in an effective way.
- Demonstrated skills, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these.

Written and verbal communication

- Strong written communication skills and demonstrated experience distilling complex ideas into clear and accessible reports, communications and advice for funders and other prioritised audiences.
- Excellent verbal communication skills and proven ability to present and speak publicly to diverse stakeholders and audiences.