Monitoring, Evaluation and Learning Manager – Program and Pilots

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| **Long Term / Short Term** | Long term | **Classification** | Level 15 |
| **Location** | Australia or Pacific based | **Reports To** | MEL Senior Manager – Program and Pilots |

Alinea is an international development consultancy providing technical and management expertise that helps people improve their lives. We work with governments, investors, companies, and communities to create lasting change. With nearly 40 years of experience, Alinea has successfully delivered more than 1000 projects worldwide.

Alinea International does not charge a fee at any stage of the recruitment and hiring process. All offers of employment or job opportunities with Alinea International that include any form of a request for payment of fees or collect information on bank accounts are fraudulent.

At Alinea International we value diversity, equity, inclusivity, accessibility and belonging in everything we do. We are an equal opportunity employer opposed to all forms of discrimination. We actively seek and encourage applications from people of diverse backgrounds recognizing that an inclusive workforce enriches our organization and achieves smarter, more innovative results.

Pacific Labour Mobility Support Program (PLMSP)

Palladium is a global leader in the design, development, and delivery of Positive Impact – the intentional creation of enduring social and economic value.  We work with governments, businesses, and investors to solve the world’s most pressing challenges. With a team of more than 4,000 employees operating in 90-plus countries and a global network of over 35,000 experts, we help improve economies, societies, and, most importantly, people’s lives.

The Pacific Australia Labour Mobility (PALM) scheme is a signature initiative for the Australian Government that enables workers from 9 Pacific Island Countries (PICs) and Timor-Leste to work in priority sectors in Australia. The Pacific Labour Mobility Support Program (PLMSP) builds on the successes of the Pacific Labour Facility (PLF) program, with a renewed focus on the provision of tailored support to worker sending countries to address their specific needs and priorities. Palladium is contracted to deliver PLMSP on behalf of Department of Foreign Affairs and Trade (DFAT).

PLMSP’s role is to provide DFAT and governments in 9 PICs and Timor-Leste with support to enable workers to access PALM scheme in inclusive ways that maximise the benefits for the workers and national economies while minimising risks from labour mobility participation. PLMSP’s primary functions include capacity building for PALM scheme labour sending units; skills development and training for PALM workers; support for returning PALM workers and their families; information system management; monitoring, evaluation, research and learning; and communications.

Purpose of Position

The **Monitoring, Evaluation, and Learning (MEL) Manager – Program and Pilots** will be responsible for designing and delivering high quality MEL support to the PLMSP program, including discrete pilots and sub-programs.

Primary Responsibilities

The primary responsibilities of the **MEL Manager – Program and Pilots** can be broadly described as follows:

* Lead design and implementation of MEL systems for discrete pilots and sub-programs, including support to program logic development.
* Lead design and implementation of priority reviews and evaluations, in line with DFAT and PLMSP information needs.
* Support finalisation and operationalisation of the PLMSP MEL plan, including indicator definition, tool and process design, coordination of MEL responsibilities and timeframes etc.
* Conduct and assure credible and efficient data collection, storage, and analysis.
* Facilitate useful, inclusive, and evidence-informed learning and reflection processes.
* Support mid-year, annual, and ad hoc progress reporting.
* Promote and follow PLMSP guidelines for ethical research, monitoring and evaluation and ensure MEL processes are culturally responsive.
* Ensure that cross-cutting priorities, particularly in relation to GEDSI, are mainstreamed in all activities and outputs.
* Understand how innovation and technology shape the way we work and introduce new ways of working through AI, data and technology.

**Relationships, Communication & Development**

* Develop and maintain client and stakeholder relationships across assignments and maintain professional, respectful and effective relationships with your colleagues.
* Proactively lead internal initiatives to seek improvements, encouraging team participation and sharing of new ideas.
* Train or buddy more junior colleagues; as well as support the onboarding and training of project teams on company policies and guidelines.
* Focus on self-development by assessing individual contribution against the capability framework, welcoming and embracing regular feedback from others and developing skills in providing balanced feedback to others.
* Create, promote and maintain an equitable, diverse and inclusive work environment through respecting the views of others, listening with empathy and resolving differences in a positive and constructive manner through applying effective conflict resolution techniques.

**Other**

* Other tasks as reasonably requested by the MEL Senior Manager – Program and Pilots.

* Travel locally and internationally, as required.
* Foster equality, diversity and inclusion, drawing on capabilities from within the country/region wherever possible;
* Comply with, and advocate for, DFAT’s policies in all aspects of implementation, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguards. This includes incorporating policy principles into planning and everyday work, promoting process improvements, and reporting concerns to your Line Manager or Palladium’s Integrity Hotline (details on Palladium website).
* Operate with high levels of integrity, consistent with the intent of DFAT’s Ethics, Integrity and Professional Standards Policy Manual.

Reporting Requirements

This role reports to the MEL Senior Manager – Program and Pilots. Reporting requirements may include but are not limited to:

* Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
* Regular (minimum of monthly) one to one meetings with your line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters.
* Palladium encourages flexible work practices to enhance wellbeing, productivity and team culture. For this role, we require that employees maintain an in-office presence for at least 50% of their working week. For example, if an employee works five days a week, they must spend at least three days physically in the office.

Minimum Education and Experience Required

* A minimum of 5 years of experience in the design and implementation of MEL systems and evaluations for international development programs.
* Tertiary qualifications in a relevant social science, supported with demonstrated experience in data collection, analysis, and reporting.
* Excellent organisational, project and team management skills, including an ability to initiate and follow up tasks, delegate, prioritise and monitor progress, manage a team to achieve targets and outcomes.
* Experience working with DFAT and/or on DFAT funded programs, and experience working in the Pacific, will be beneficial.
* Excellent stakeholder engagement and communication skills including internal and external stakeholders in Australia and in partner countries.
* Demonstrated quantitative and qualitative data analysis skills.
* Strong training & facilitation skills, including ensuring that learning events are engaging and dynamic, and achieving desired outcomes.
* Strong communication skills with an ability to communicate with diverse audiences using multiple channels (infographics, written, workshops, reports, etc), and to communicate results to people without technical backgrounds.

Due to the evolving nature of our program, it is possible that the incumbent may be expected to undertake duties that fall outside the remit of their original Terms of Reference as reasonably required to ensure the ongoing success of the program.

Where this is required, the following will occur:

* The adviser has the skills and experience to fulfill the duties.
* This arrangement will be short term in nature.

Core Capabilities

Palladium’s Core Capability Framework outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The project Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

* Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
* Career Pathways including our Career Progression Framework
* Organisational design – identifying any skills gaps, outlining job roles and responsibilities
* Development, growth, learning, and training
* Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives

Approval

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| Reviewed by: | PLMSP MERL Lead | Date: |  |
| Approved by: | PLF Deputy Team Leader | Effective date: |  |