



Position Description

Position Title	Senior Evidence and Learning Officer
Portfolio	Research, Policy and Advocacy
Area	Impact and Learning
Reports To	Senior Manager - Evidence and Learning

Organisation Purpose

Our vision at the Brotherhood of St. Laurence (BSL) is an Australia free of poverty. Our purpose is to advance a fairer Australia through our leadership on policy reform, our partnerships with communities, and the quality of our services.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, industry and communities to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our services that support financial wellbeing. We research the causes and effects of poverty and connect research, practice and policy to advocate national, state and local policy responses to poverty.

BSL values diversity and inclusion with regard to our staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all people to be supported, respected, safe and empowered.

Portfolio Purpose

The Research, Policy and Advocacy Portfolio shapes responses that address the root causes of poverty. Building on over 80 years of experience, we engage collaboratively in innovative research, policy and practice to advance a more equitable and inclusive society. The Portfolio plays a critical role in delivering the organisation's strategic objectives by undertaking targeted research with internal and external partners, developing policy positions informed by BSL's on the ground

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experience, and using evidence and learning to develop innovative and practical solutions that enable people to live the life they value.

Situated in BSL's Research, Policy and Advocacy Portfolio, the Impact and Learning Area integrates diverse expertise, collaborating across BSL to enable evidence-informed learning and adaptation. Our teams include Knowledge and Learning, Evidence and Analytics and Evidence and Learning. Together we seek to:

- Build, enable and facilitate access to rigorous, strategic evidence about economic and social policy issues, our programs and initiatives, their value and their impact
- Support and enable a culture of enquiry, learning and continuous improvement
- Be leaders and advocates of ethical research practice, design and use

Our Evidence and Learning teams act as learning and capacity-building partners for building and using evidence from our programs, services and initiatives within broad thematic areas – employment, education and training; early years; and inclusion. Building strong, trusting and collaborative relationships with key stakeholders in research, policy and practice, the teams contribute to cultivating an active culture of learning and continuous improvement across BSL and establishing the organisation as a leader and advocate in ethical monitoring and evaluation design, practice and use.

The Research, Policy and Advocacy Portfolio is situated in the Strategy and Impact Group. The Group focus is on fostering collaboration and shared purpose across BSL functions by leading strategy, enabling innovation, fostering cross-organisational strategic projects, leading public engagement, developing and nurturing strategic partnerships, and increasing our financial sustainability. Research and policy are fundamental to the work of the Strategy and Impact Group and BSL as the engine room for thought leadership, innovation and impact.

Position Purpose

The Senior Evidence and Learning Officer leads implementation of a holistic evidence-building and learning approach for BSL programs, services and initiatives within a thematic area. Working closely with key internal and external stakeholders in research, policy and practice, the role is critical in enabling a rigorous, coherent approach to evidence-building within a thematic area, building monitoring and evaluation capability across BSL and cultivating a culture of learning, informing our decision-making, continuous improvement and advocacy effort.

Key Responsibilities

Evidence-building and learning

- Contribute to development of a coherent approach to evidence-building and learning in a thematic area. This includes contributing to development of thematic area frameworks and measures that align with and report into the organisational impact measurement framework, and implementing an evidence-building and learning lifecycle to support the design, implementation and use of evidence for decision-making, continuous improvement and advocacy
- Establish and maintain strong, trusting and collaborative relationships with key internal and external stakeholders, leveraging their expertise, building their monitoring and evaluation capability and cultivating an active culture of evidence-based learning and continuous improvement
- Lead implementation of a rigorous and coherent evidence-building and learning agenda for BSL programs, services and initiatives in a thematic area under limited supervision
- Lead development of tools, resources and training to support implementation of the evidence-building and learning agenda in a thematic area
- Lead and provide high-level, specialised advice on the design and conduct of monitoring and evaluation utilising emerging, best-practice and appropriate approaches and practices and ensuring alignment with thematic and organisational frameworks
- Lead development of theories of change and advise on measures and data collection tools that enable reporting into thematic and organisational frameworks
- Lead and oversee quantitative and qualitative data collection and analysis
- Produce high-quality evaluation reports and contribute to thematic area evidence briefs and other evidence and learning outputs for a range of audiences and use
- Lead collaborative reflection and learning for programs, services and initiatives, translating findings into actionable insights to inform decision making and drive continuous improvement
- Share and disseminate evidence and insights and support the development of a strong learning culture across BSL
- Apply BSL policies on ethical research, privacy and data management, proactively identifying risks / issues and implementing solutions
- Contribute to broader organisational capacity building in monitoring and evaluation

Teamwork and governance

- Work collaboratively within the Impact and Learning Area and across BSL to achieve common goals

- Demonstrate the importance of building and sustaining a collaborative, high performing and inclusive culture where teams work together to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with the Senior Manager - Evidence and Learning, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position will require direct and indirect contact with children and/or vulnerable individuals
- Other duties as required

Scope of Responsibility

Direct Reports:

- NIL

Indirect Reports:

- NIL

Key Selection Criteria

Career Experience:

- Demonstrated experience working directly with stakeholders to develop frameworks and measures, build monitoring and evaluation capability and lead collaborative efforts to advance work
- Demonstrated experience in designing and conducting monitoring and evaluation of human and community services
- Demonstrated experience in both quantitative and qualitative social research methods, and an understanding of current debates and emerging practice related to monitoring and evaluation methods, evidence-based policy and responsible data management and use

- Developed methodological skills in both qualitative and quantitative data collection and analysis and fluency with associated software applications (e.g. NVivo, Atlas.ti, SPSS, STATA, R)
- Excellent written communication skills including an ability to develop content using appropriate mediums for a range of publications and audiences
- An understanding or demonstrated capacity to quickly acquire an understanding of the not-for-profit sector and the areas in which the BSL works.

Personal Qualities:

- Exceptional organisational skills and demonstrated ability to be proactive, flexible and manage competing priorities while working under pressure in a changing environment
- A passion for developing, understanding and harnessing evidence to improve service delivery, inform decision making and influence policy design and reform to end poverty
- A commitment to developing the capacity and capabilities of staff and colleagues and to realise the full potential of their skills and knowledge
- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety
- Understanding of and empathy with the values and ideals of BSL

Qualifications/Other:

- Postgraduate qualification or specialised training in evaluation or related field in the social sciences
- Minimum 7 years of relevant work experience

Mandatory Employment Criteria

- Specific work requirements include work-based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. BSL will support successful candidates in this process
- A Working with Children Check is required for this position. BSL will support successful candidates in this process

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description

may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.