

## Position Description

# Program Design and/or Evaluation Professionals

<b>WORK LOCATION:</b>	Canberra, ACT or Melbourne, VIC (other locations will also be considered)
<b>JOB TYPE:</b>	Full-time or part-time (flexible arrangements will be considered)
<b>REMUNERATION:</b>	Competitive salary commensurate with experience
<b>CLOSING DATE:</b>	5pm, Monday 6 <sup>th</sup> July 2026

### Who are we?

*Strategic Development Group (Strategic)* is a values-driven professional services firm committed to seeing improved quality of life and thriving communities resulting from collaborative and thoughtful development. We work with clients in Australia and internationally to help them engage effectively with their communities and stakeholders, understand how to achieve the best outcomes for people, the environment and businesses, and measure the effectiveness of what they do.

The word and the process of 'development' can be contentious. At *Strategic*, we adopt a broad definition of **development** as a process of creating something positive over a period of time. People and communities are central to our understanding of development. Development should enable people to lead lives they have reason to value and for communities to thrive.

*Strategic* is made up of a group of people with exceptional skills in a diverse range of areas, allowing us to bring together project teams that are tailor-made to clients' specific needs. Through our **program design, monitoring and evaluation** capability, we lead and support program design, implement monitoring, evaluation and learning frameworks, collaboratively develop theory of change/program logic models, undertake program reviews and evaluations, and provide specialist advice to clients. Our approach is characterised by practicality, collaboration, clear and accessible communication, and culturally attuned and inclusive approaches, including a strong focus on rights, equity, diversity and inclusion.

### What drives us?

We are driven by our company **values**, which govern the decisions and actions of *Strategic* and its team members:

- **Humility:** We are down-to-earth and value the expertise of others. We cherish diversity and treat everyone with respect because we believe in the innate worth of all people.



- **Integrity:** We nurture honest and transparent relationships. We stand firm in what we think is important and make sure we 'do no harm'. We say what we mean, and we do what we say.
- **Ambition:** We have big dreams for our company, our people, our clients and our communities. We have the courage and curiosity to seek innovative ideas and solutions. We're committed to a brighter, sustainable future for all.

## Why do people love working with us?

We are a **welcoming organisation that values diversity**. We provide a safe, accommodating workplace for everyone where different opinions, customs and cultures are respected. **Flexible working arrangements are the norm** at *Strategic*. We encourage people to apply who are looking for full-time or part-time work, are remote-based, or can work in one of our offices.

## Who do we work with?

Our clients span all levels of government, and we also work with the private sector and for-purpose organisations. We do a lot of work with the Department of Foreign Affairs and Trade (DFAT). We also work with clients like the Department of Climate Change, Energy, the Environment and Water (DCCEEW), CSIRO, the Department of Agriculture, Fisheries and Forestry (DAFF), the Business Council of Cooperatives and Mutuals (BCCM), ACT Government, Riverview Group, local councils and many others.

## What will this role do?

We are looking to recruit up to two positions. We are looking for **Program Design and Evaluation Professionals** to lead and support the delivery of a range of design and monitoring and evaluation services to clients, generally by leading or as part of a project team of 2-6 people. Clients might be involved in domestic or international work. A likely focus of these roles will be work on **international development cooperation and climate change programs** related to Australian research institutions, the Department of Climate Change, Energy, the Environment and Water (DCCEEW) and the Department of Foreign Affairs and Trade (DFAT).

This role would **suit an experienced, mid-career professional**.

## Core Responsibilities could include:

1. Lead and participate in program designs
  - Lead and participate in program designs, preparing design methodology, undertaking consultations, data collection and analysis, and preparing program design documents in line with relevant standards (e.g. DFAT Design and MEL standards).
  - Effectively manage project teams, including coordinating the inputs of others (including those working remotely in Australia and around the world) and supporting mutual learning with colleagues
  - Be accountable for high-quality final products, and manage client relationships.
2. Lead and participate in program monitoring and evaluation
  - Lead and participate in program reviews and evaluations, including preparing evaluation methodology, undertaking data collection and analysis, and writing evaluation reports in line with relevant standards (e.g. DFAT Design and MEL standards)
  - Effectively manage project teams, including coordinating the inputs of others and supporting mutual learning with colleagues



- Analyse, distil and present qualitative and quantitative data
  - Develop and implement appropriate and robust monitoring, evaluation and learning plans and strategies, in line with relevant standards and to client expectations.
  - Be accountable for high-quality final products, and manage client relationships
3. Lead and participate in a diverse range of other project teams
- Contribute expertise and ideas to projects, including community engagement and strategic planning
  - Enthusiastically get involved in the diverse range of work that *Strategic* undertakes, and support colleagues to grow and make an impact.
4. Create opportunities for new work
- Foster strong relationships with current and potential clients and partners
  - Win work to support ongoing growth in *Strategic's* client base and overall revenue, including by participating in decision-making, development of proposals and proactively creating new opportunities.

### **Attributes needed**

To be successful in this role, you'll need practical experience in program design and/or monitoring and evaluation, preferably related to international development or climate change programs. Just as important, you'll need the ability to avoid unnecessary jargon and communicate effectively about program design and/or monitoring and evaluation with diverse stakeholders. You will also need the ability to write reports that are both thorough and highly readable and have experience leading teams and delivering under pressure.

You will be self-motivated, able to work both in person and remotely from colleagues, always fostering a collaborative team approach. You will be highly adept at working with diverse stakeholders, including taking a culturally sensitive and inclusive approach to your work. You will need to be client-focused, driven to make a difference, highly flexible and interested in being involved in a wide range of work. You will have experience in nurturing positive client relationships and winning work – a drive to win new work for yourself and colleagues will be an important attribute for success. You will value kindness and bring a sense of fun.

### **Selection criteria**

The following selection criteria outline what we're looking for in candidates, but we are flexible in shaping the role to fit the right person. Accordingly, we encourage you to apply even if you don't meet all these precise criteria.

1. Demonstrated experience in the field of program design and/or monitoring and evaluation, preferably in donor-funded international development cooperation programs or climate change-related programs. Ideally, this would include:
  - a. Leading and/or participating in design and evaluation teams
  - b. Facilitating effective consultations with a range of stakeholders
  - c. Preparing program design and evaluation methodologies
  - d. Development of program logic/theory of change;
  - e. Design of monitoring and evaluation frameworks.
2. Demonstrated ability to write high-quality reports that are both thorough and highly readable.



3. Exceptional interpersonal skills and commitment to teamwork.
4. Experience working with DFAT, DCCEEW, other government departments or research organisations.
5. Ability to bring in and/or attract clients and consulting work.
6. Other passion and expertise that you want to bring to your work – let us know what issues and sectors you're skilled and passionate about working on.

We encourage applications from Aboriginal and Torres Strait Islander people, and people with disabilities.

### **How do you apply?**

Please submit to [connect@strategicdevelopment.com.au](mailto:connect@strategicdevelopment.com.au) by 5pm, Monday 6<sup>th</sup> July 2026.

- Your CV (maximum 2 pages), including the names and contact details of two referees
- A written application that explains why you're attracted to seek this position and directly addresses the selection criteria above.

END