

POSITION DESCRIPTION

Overview

Role title:	Senior Consultant – Evaluation and Research
Employment type:	12-month contract
Location:	Hybrid – a combination of work from Inside Policy’s Sydney, Melbourne or Canberra offices and work from home
Start date	1 September 2026
Line manager:	Senior Manager – Evaluation & Research
Line of business:	Advisory
Team:	Evaluation and Research
Direct reports:	Nil
Indirect reports:	Nil
Dotted lines:	Project Support and Project Leads.
Team KPIs:	1. Delivers high-quality evaluation and research outputs on time, on budget and in scope across 100% of projects. 2. Develops methods, budgets and teams for all evaluation and research proposals. 3. Develops, updates and communicates Inside Policy’s evaluation and research epistemology and practices. 4. 100% of Project Leads satisfied with the team’s participation in and contribution to projects. 5. Fulfils its responsibilities in line with Inside Policy’s values.

The role in more detail

Senior Consultants at Inside Policy play a key role in supporting project delivery, working closely with Senior Managers, Managers, clients and their stakeholders to achieve high-quality project outcomes within tight deadlines. Successful Senior Consultants understand social policy and have experience in research and evaluation. The Senior Consultant – Evaluation and Research is an aspiring evaluator or social researcher, who has knowledge of social policy, is a team player, and is a collaborative partner to their peers.

Evaluation and Research team

The Senior Consultant – Evaluation and Research is part of a small team that successfully designs and supports the implementation of evaluation and research activities within Inside Policy's advisory projects. The Evaluation and Research team supports the delivery of Inside Policy's evaluation and research projects by:

- being a core part of project teams
- participating in internal project team meetings including internal update meetings, theming workshops
- participating in relevant project client and stakeholder meetings such as project update meetings, steering committee meetings, presenting discovery findings, presenting evaluation/research findings, and workshops to design evaluations and their component parts
- leading the design of evaluation and research projects including the preparation of evaluation and/or research plans, data collection tools, Theories of Change and Program Logics, and undertaking discovery activities to inform the design work
- leading the implementation of quantitative data collection activities either by the team or by technical subcontractors
- leading the implementation of desktop research activities such as literature reviews, document reviews, file reviews, and administering web-based surveys
- seeking advice and guidance from teams internal to Inside Policy including the Reporting and Communications team, Engagement team, and Ethics.
- leading data analysis for all data types including developing analytical frameworks, setting up and administering data analysis through Nvivo (or similar), and preparing data reports on all data collection activities and sources.

Outside of project work, the Evaluation and Research team is also responsible for building the quality and depth of Inside Policy's evaluation and research epistemology and practice in social policy. The Evaluation and Research team supports this work by:

- attending and presenting at evaluation, research and social policy forums
- reviewing, updating and communicating Inside Policy's approach to evaluation and research
- delivering internal knowledge and capability-building sessions on evaluation and research topics
- contributing to Inside Policy's evaluation and research proposals
- forming and maintaining partnerships with technical experts who fill gaps in our evaluation and research capabilities.

Role objective

To successfully support the Senior Manager – Evaluation and Research and Project Leads in delivering high-quality evaluation and research design, implementation and analysis activities within advisory projects and capability across the advisory practice.

Role KPIs:

1. Behaviours align with Inside Policy's values.
2. Works in accordance with and in support of the Evaluation and Research team's annual workplan.
3. Supports the design and implementation aspects of evaluation and research projects.
4. Successfully completes design and implementation tasks on time, on budget and in scope.
5. Supports the development of Inside Policy's evaluation and research approach and practices.

Main duties & responsibilities

The Senior Consultant – Evaluation and Research is highly organised, thrives in a conceptual yet practical research environment, who will support the Evaluation and Research team to successfully undertake design, implementation and analysis tasks within evaluation and research projects. The key responsibilities of this role are:

Teamwork

- a. Support peers and managers to deliver evaluation and research outputs for advisory projects.
- b. Participate in the development of, and implement, the Evaluation and Research team's annual team workplan that aligns with the goals and objectives of the Advisory Practice and Inside Policy.
- c. Support the growth of the team's practices, knowledge and skills in social policy research and evaluation design, implementation and analysis.
- d. Works safely, respectfully and in an inclusive manner with diverse team members, clients and stakeholders, including First Nations Australians.

Project evaluation and research activity delivery

- a. Prepare high-quality elements of draft evaluation and research outputs (i.e. evaluation plans/frameworks, data collection tools, analytical frameworks, coding trees, literature reviews, data reports, and presentations) for review by Senior Manager – Evaluation and Research.
- b. Provide secretariat support for all internal team meetings related to project activities and deliverables, including management of meeting schedules, distribution of papers and minutes, and record management.
- c. Support the scheduling of data collection related to design and discovery activities including scheduling interview appointments, scribing interviews, coding interview records. Logging and maintaining a table / register of client feedback on deliverables.
- d. Work collaboratively with, and manage upwardly to, Senior Manager – Evaluation and Research to effectively identify and mitigate risks within evaluation and research team project activities.

Policy and technical expertise

- a. Develop subject matter expertise in at least one social policy area that correlates with Inside Policy's demonstrated areas of interest.
- b. Develop technical knowledge in methodologies and approaches relevant to social research and evaluation.
- c. Ensure own investment in learning and development activities relevant to social policy research and evaluation.
- d. Support the use of Inside Policy-sanctioned artificial intelligence (AI) in the delivery of Inside Policy's advisory projects.

Business compliance and collaboration

- a. Identify solutions to continue the improvement of Inside Policy's business, engagement, project and evaluation/research systems, practices and processes.
- b. Ensure own compliance with all relevant laws, regulations and policies including Working with Children Checks, and continuous professional development required for Australian Evaluation Society membership and others.

Business development

- a. Assist with drafting elements of proposals such as project experience, team CVs and our understanding.

Competency level

In addition to working in accordance with Inside Policy's values, the Senior Consultant – Evaluation and Research is expected to perform their responsibilities at the Advanced level for each of the six competency areas of communication, research, outcomes-focus, stakeholder engagement, teamwork, and problem-solving.

Refer to Inside Policy's [Competency Framework](#) for more detail on the expectations of Senior Consultants for each competency area.

Requirements and qualifications

In order to fulfil the role as outlined in this this section, the Senior Consultant – Evaluation and Research meets the following requirements and qualifications:

- Minimum of three (3) years of experience in evaluation, research, social policy development, program design or delivery in the human services, not-for-profit, consulting or government sectors.
- Proven track record of successful teamwork.
- Bachelor level or higher in a related field.
- Professional membership of AES.
- Advanced in Microsoft Office applications including Word, PowerPoint and Excel, as well as Miro, Teams, and Qualtrics.
- Ability to learn and become proficient in the project management platform Scoro.

About Inside Policy

Inside Policy is a privately-owned social and economic policy advisory firm. Established in 2014 by founder, Natalie Walker, Inside Policy is a trusted partner to governments in delivering complex and large-scale evaluation and research projects in social policy. Inside Policy specialises in the policy areas of family and domestic violence, child and family services, justice, and Indigenous economic development.

Insiders (i.e. Inside Policy team members) are committed to making our nation a better place for Australia's most vulnerable populations by providing evidence informed and credible policy advice.

Inside Policy is a dynamic, purpose-driven organisation which does high quality work for our clients in a fast-paced environment. To enable this, we support all Insiders through our annual growth process – *Inside Up*, by having flexible work arrangements, by supporting financially and experientially a range of learning experiences to help team members achieve their goals, and by ensuring team members are applying their areas of strengths while building new expertise.

Inside Policy is also a responsible employer. We take seriously our responsibility to provide a workplace where Insiders can thrive by maintaining their wellbeing. To this end, Inside Policy offers a reduced hours at full pay model, otherwise known as a nine-day fortnight, for its full-time employees. Part-time and flexible work arrangements are also available where a nine-day fortnight is not the right fit.

Inside Policy's values

Building an advisory firm like Inside Policy that aspires to change the world one policy at a time requires a culture of professionalism, performance, creativity and (social) purpose that is born out of a set of unwavering values. We stand for more than being better than our competitors. Rather we courageously lean into the values that will help us make the world a better place, one policy at a time.

The six values that shape our culture and describe who we are and why we do what we do are:

1. Curiosity – Insiders have a strong desire to know and learn.

Developing valuable insight for our clients is our secret sauce. Having the desire to learn new methods, deeply understand our clients and their stakeholders, policy trends, developments in government, way of working and translating all of this into practice helps us stay on the cutting edge of insight.

2. Reflection – Insiders dedicate time to deep thought and consideration.

At an individual level, reflection – especially critical reflection – helps us perform and grow. At a team level, it helps us work together better and collectively solve complex problems. At a project level, critical reflection helps us to design approaches and insights that are particular to the project.

3. Quality – Insiders constantly pursue a higher standard of performance and output.

Being the best at being better is critical for developing unique policy insight that changes the world. For our work to be persuasive to us, our stakeholders and our clients it must be well-presented, defensible, robust and evidence informed.

4. Pragmatism – Insiders constantly assess the fairness and practical application of their advice.

We work in a complex, ambiguous, ever-changing environment with competing interests and constraints. Therefore, to be relevant and useful, our preferred ways of working at Inside Policy and with our clients must recognise these competing, complex requirements to ensure our work and advice is fair and practical.

5. Responsibility – Insiders have a strong sense of duty for the contribution they can make to our world and what they are to achieve in their role, their projects, as a team member and as a community member.

We must all do what is expected and required of us in order for individuals, teams and the company to succeed. We also recognise that our advice on complex social policy matters often impacts the most

vulnerable in our community, because of this and our deep care for our world, we must exercise this role judiciously.

6. Trust – Insiders are reliable, credible and engaging.

Trust in each other is what creates teams. A client's trust in our advice is what gives us influence. A stakeholder's trust in our work gives us access.

Inside Policy's Advisory Practice

Inside Policy's current core business is its evaluation and research work which is undertaken through its Advisory Practice. The Advisory Practice is led by the General Manager – Advisory.

The Advisory Practice comprises of 15 Insiders across five teams of Projects, Evaluation and Research, Engagement, Quality & Ethics, and Reporting & Communications. The sole focus of the Advisory Practice is to manage and deliver high-quality complex and large-scale evaluation and research projects in social policy. The policy areas of focus are:

- Family and domestic violence
- Justice
- Children and families
- First Nations economic development
- Health
- Community-led change.

The Advisory Practice works predominantly with government clients though a smaller (yet growing) area of project-work is with philanthropic and not-for-profit organisations.