

ROLE OVERVIEW	
JOB TITLE	Senior Evaluation Officer, Full time (flexible)
TEAM	Research and Evaluation
LOCATION	Doveton
REPORTS TO	Director of Research & Evaluation
GENERAL ROLE DESCRIPTION	
<p>The Senior Evaluation Officer – Research and Evaluation will work closely with the Director, Research and Evaluation to champion the implementation of the Our Place Evaluation Framework, with specific focus on evaluating the quantitative impact that the Our Place approach seeks to contribute to children, families, and communities within our sites.</p>	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> • Develop and support the Research & Evaluation (R&E) team's capacity to access, analyse, interpret and report quantitative data from existing and published data sources and data collected by individual Our Place sites, services providers and key stakeholders • Engage with key stakeholders (i.e., government, partners, etc.) to support data access and collection, including preparation of data requests, data handling processes and ethics applications • Deliver narratives that interpret and contextualise data learnings at a site level and across the organisation - in a clear, confident and timely manner. • Drive the development of high-quality quantitative data reports, visualizations and presentations • Grow the R&E team's overall research and evaluation capability by contributing to the development and implementation of new data sources, surveys or collection tools as needed • Contribute to other research and administration tasks as required 	
KNOWLEDGE, SKILLS & ATTRIBUTES	
<ul style="list-style-type: none"> • Demonstrated skill in the collection, manipulation, analysis and reporting quantitative data, and the development of high-quality data products and reports • Advanced computer & software skills, notably: <ul style="list-style-type: none"> ◦ Microsoft suite & database software (i.e., Excel, Word, PowerPoint, Access, SQL/VBA, etc) ◦ Participant/student administration software (i.e., Accelerus, SPA, Compass, QikKids, etc) ◦ Data visualisation software, preferably Power BI • Project management skills, ability to plan and adhere to time frames, forecast, and anticipate barriers and adjust accordingly to meet deadlines • Self-motivated, able to work independently with high level of autonomy and effectively as a member of the project team • Have strong interpersonal and communication skills (oral and written), with the ability to work within a multidisciplinary team • Ability to implement face-to-face and online survey tools, conduct interviews and focus groups with parents and partners at Our Place sites as needed 	
EXPERIENCE / QUALIFICATIONS	
<ul style="list-style-type: none"> • Preference for 5 years of relevant experience in sectors such as education, early childhood, health promotion, behavioural sciences. • Tertiary qualification in BSc/ BA or related discipline with an emphasis on applied social science or research methods • Experience in the implementation and analysis of applied social/evaluation research (quantitative focus) across like settings – including data collection, statistical analysis, reporting and data visualisation • Experience working with and reporting to government stakeholders (i.e., DET, DHS, etc.) 	

- Experience with the preparation of data requests, ethics applications and associated protocols required to support evaluation and research at scale
- Experience and knowledge of privacy legislation principles and policies, specifically handling sensitive and confidential information with professionalism and integrity

WORKING CONDITIONS	
WORK ENVIRONMENT	The role is performed primarily at the Our Place Central Office in Doveton, however, there will be a need to travel to meet with local stakeholders and to meet with other Our Place sites staff from time to time.
HOURS / SHIFTS	Generally, 7.6 hours per day, Fulltime (with flexibility)
CHILD SAFETY	It is a condition of employment that staff provide a current Working With Children Check and Police Records Check prior to commencing. All employees must always adhere to the Our Place Child Safe Policy.
BENEFITS	Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexibility and part time / flexible work arrangements are supported where possible in accordance with Our Place policies.
OTHER	The role may be eligible for additional leave as per the Our Placer Employee-Funded Leave Policy.