



Research and Evaluation Officer

Position Title:	Research & Evaluation (R&E) Officer
Location:	Based in Darwin, with travel to remote communities and homelands in West Arnhem, and travel to Alice Springs and other areas within Australia as needed
Tenure:	Full-time or Part-time may be negotiated (contract ending December 2021) (a further contract may be offered subject to funding)
Classification:	SCHCADS Modern Award Level 4-5 (depending on qualifications and experience).
Remuneration:	\$75,167 - \$85,500 + super & generous salary packaging benefits

Position Summary

The Research & Evaluation (R&E) Officer will be responsible for supporting the core monitoring and evaluation for Children's Ground's Top End region. The R&E Officer will engage with leaders and families in communities to support work with communities to develop community research priorities and projects.

Children's Ground's research and evaluation focuses on evidencing the impact and efficacy of the Children's Ground Approach - using our generated evidence to demonstrate change in key national and Northern Territory (or jurisdictional) policy priority areas by privileging First Nations culture, knowledge systems and approaches. Key to this is the longitudinal evaluation of impact in each community as well as community-led and strategic research projects. Our evaluation and research aim to inform and be informed by each other.

Children's Ground works to ensure communities are designing and leading monitoring, evaluation and research projects and priorities that are important for their own children, families and community, as well as policy priorities.

The R&E Officer will work within our Top End operations team and work alongside First Nations leadership groups, staff and communities to design and implement daily monitoring and evaluation. This includes supporting the application of First Nations approaches to research and evaluation.

While this role works primarily within the Top End region, there will also be some occasions where work will be undertaken in partnership with our Central Australian communities.

Key Relationships

Reports to:	Director, Research and Evaluation
Key Internal liaison:	First Nations leaders, local community researchers and families Top End Directors, area heads and staff Central Australia Monitoring & Evaluation team
Key External liaison:	Local service partners as needed

Key Responsibilities

The core responsibilities of this role focus on supporting the planning and implementation of monitoring and evaluation and research related to the Children's Ground Approach for the Top End region. This includes working across Darwin communities and homeland clusters in West Arnhem Land.

1. Monitoring and evaluation data systems

- Provide support for staff in transitioning to a new app-based data collection system (after training and with support from Director Research & Evaluation).
- Support staff with daily data collection using the new data system.
- Undertake regular data quality and integrity checks and provide feedback to staff on quality and identified gaps.
- Undertake regular reviews of data with staff and communities for use in planning and engagement.
- Contribute to extracting data outputs for quarterly data reports for the organisation, staff, funders and other audiences as needed.
- Support Directors and staff to embed a culture of monitoring, evaluation and data informed planning.
- Work with the team to undertake reflective practice and knowledge development in monitoring and evaluation.

2. Community evaluation reporting

- Contribute to local progress and evaluation data collection and reporting with communities, including working with First Nations evaluators/researchers and the R&E Director to:
 - regularly review daily data collection and design evaluation tools
 - undertake data analysis for evaluation reporting
 - produce local progress and evaluation reports

3. Engaging and working with First Nations researchers/evaluators

- Work with First Nations leaders and communities to undertake community and regional evaluation planning, data collection and reporting.
- Support First Nations staff to talk with families and communities about our evaluation to ensure they feel informed, empowered and engaged in our data collection and evaluation approaches.
- Provide training and support in Western research and evaluation approaches (where relevant).
- Contribute to supporting First Nations evaluators/researchers to develop a culturally reflective, ethical and rigorous approach to evaluation and research.
- Engage in peer mentoring – learning from First Nations staff and sharing your knowledge with First Nations staff (and all staff).

4. Research and development

- Contribute to work with First Nations researchers and communities to identify, design and implement community research projects.
- Work with the R&E Director to plan and implement strategic research projects that contribute to evidencing the Children's Ground Approach and impact.
- Contribute to identifying and connecting with research and evaluation partners.
- Undertake any relevant research data entry, analysis and reporting.
- Undertake literature reviews and evidence scans to inform research agendas and projects.

5. Planning, reporting and communication

- Contributing to Research & Evaluation team strategic and operational planning.
- Complete written quarterly reports to the Director on progress, achievements and challenges with research and evaluation.
- Contribute to communicating evidence and impact of the CG Approach, including funding reports, research papers/articles, other publication, conference presentations, evidence reviews, etc. as needed.
- Other tasks as identified by Director.

6. Local community agency and respect for local cultural knowledge and life

- Where appropriate, meet with local First Nations people and elders to discuss local aspirations and acquire content to inform monitoring, evaluation and research.
- When appropriate, liaise with local First Nations people to ensure that our monitoring, evaluation and research operations do not undermine and actively promote local cultural knowledge and practice.
- Encourage and support all First Nations families, valuing their ideas, strategies and aspirations.

7. Relationships

- Develop professional, trusting and respectful relationships with people in the region.
- Maintain strong working relationships with Children's Ground internal partners.
- Develop and maintain strong relationships with relevant external partners.
- Represent Children's Ground at meetings when requested.

8. Contribute to Children's Ground

- Be a positive, innovative and active member of the Children's Ground team.
- Support a strong, connected, respectful and supportive organisation.
- Engage with local languages by learning basic words/phrases and using them in interactions with First Nations people.
- Participate in professional development programs offered by Children's Ground.

Work Health and Safety

This role will require working regularly in outdoor conditions, sitting, standing and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

Key Selection Criteria

1. Relevant degree/qualification and/or equivalent professional experience working with First Nations communities
2. Demonstrated experience in evaluation and research design, development, implementation, data analysis and reporting
3. Experience in applying data quality and integrity processes and checks
4. Experience working alongside First Nations communities
5. Knowledge of research and evaluation leading practices
6. Excellent verbal and written communication skills
7. Ability to plan, organise and prioritise workload around importance and project timelines
8. Ability to work cooperatively and collaboratively as a member of the team
9. Demonstrated ability to work independently and autonomously
10. Current valid Driver's Licence
11. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

Desirable skills and experience

1. Knowledge and skills in using Microsoft Word, Excel and Access
2. Experience in undertaking evaluation or research with First Nations communities
3. Experience working in a start-up environment, implementing processes and systems from scratch
4. Experience in the community sector

Personal attributes

- Self-starter who thrives in an environment that is fast paced, innovative, complex and who thinks systemically
- Proactive and can work autonomously, as well as part of a team
- Creative and embracing of a culturally diverse workforce
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks creatively about problem resolution
- Focussed on achieving excellence