



Monitoring & Evaluation Manager

Position Title:	Monitoring and Evaluation (M&E) Manager
Location:	Based in Darwin, with travel to remote communities, and potential travel to Alice Springs and other areas within Australia as needed
Tenure:	Full time (part-time can be negotiated) Initial 12-month contract (further contracts will be subject to funding and performance)
Classification:	SCHCADS Modern Award Level 6-7 (\$96,357 - \$104,197) (depending on qualifications and experience).

Position Summary

The Monitoring & Evaluation (M&E) Manager will be responsible for leading the team and work for monitoring and evaluation with Children's Ground regions in the Top End of the Northern Territory (regions: Darwin and West Arnhem). The Manager will oversee and support the Research & Evaluation (R&E) team and staff to achieve high-quality daily data collection and regular communication of data and findings within a continuous improvement cycle. They will be responsible for working with the R&E team and First Nations leaders to implement triennial evaluation reporting.

The focus of our monitoring and evaluation is to evidence the impact of the Children's Ground Approach and system. Key to this is the longitudinal evaluation of impact. Children's Ground is committed to community led practice that privileges First Nations culture. In our monitoring and evaluation First Nations Community Research teams and leaders are directly involved in designing and implementing of a new way of approaching evaluation, and in all data analysis and reporting.

Working with First Nations and Western staff, the M&E Manager oversees, coordinates and supports the continued culture of locally relevant and robust monitoring, evaluation and relevant research.

Key Relationships

Line management by:	Regional Director, Top End
Content management by:	Director, Research & Evaluation
Supervises:	Data & Evaluation Officer First Nations Community Research staff (when recruited)
Key internal liaison:	Data Officer (works across Children's Ground in data reporting role) First Nations leaders, families and communities Top End Area heads and staff Central Australian Research & Evaluation team
Key external liaison:	Local services, external evaluators and research partners as needed

Key Responsibilities

The core responsibilities of this role include managing the R&E team and monitoring and evaluation within Children's Ground's Top End regions.

1. Embedding a culture of monitoring and evaluation

- Oversight, guide and support the R&E team in their engagement with staff and families around data and evaluation
 - Supporting First Nations staff to talk with families and communities about the evaluation to ensure they feel informed, empowered and engaged in our data collection and evaluation approaches.
 - Supporting Data & Evaluation Officer in their data sharing with staff and communities
- Supporting First Nations staff to lead the evaluation design, delivery, analysis and reporting – including supporting staff to develop a culturally reflective, ethical and rigorous approach to evaluation and research.
- Work collaboratively within the Leadership team to ensure monitoring and evaluation is embedded within regional and community level strategic, operational and community plans.
- Facilitating and contributing to sharing practice learnings and evaluation findings across our operational regions.
- Identifying, learning from and sharing best-practice standards in monitoring and evaluation nationally and internationally.
- Building staff knowledge of existing high-quality research, evaluation and evidence.

2. Team management, supervision, training and support

- Manage and coordinate day-to-day activity of R&E team and support them in achieving their roles and key priorities
- Undertake Children's Ground's Quality, Planning, Review & Support (QPRS) process for each staff member
- Ensure R&E team are up-to-date with all organisational compliance and training requirements
- Provide on-the-job monitoring and evaluation training and mentoring for staff
- Undertake operational planning with R&E team (and R&E and Top End Directors) each quarter
- Ensure clear communication within the R&E team, the broader Top End operational team and with your managers
- Engage in peer mentoring – learning from First Nations staff and sharing your knowledge with First Nations staff (and all staff)
- Work with Central Australian R&E Coordinators to support and contribute to monitoring and evaluation training across both regions

3. Oversight and supporting implementation of data systems

- Managing and working with the team in their daily management of data systems, staff training/support and quality control.
- Holding overall responsibility for data quality and reporting.
- Ensure regular reviews of quantitative and qualitative data with staff data and communities for use in planning and engagement.

4. Progress and evaluation reporting

- Leading support of First Nations staff and leaders to undertake annual (internal) and triennial (external) evaluation.
- Working with First Nations staff, leaders and Director to design and refine evaluation tools.
- Lead and support data analysis for evaluation reporting, with the First Nations staff, leaders and families in communities – with the support of R&E and Top End Directors as needed.
- Contributing to and supporting reflective practice around our monitoring and evaluation approaches, through an ongoing quality assurance process.

5. Research & Development (as and when resourced and needed):

- Support First Nations staff and leaders to engage in external research project and partnerships with Children's Ground
- Work with First Nations staff, leaders and families to identify community research priorities
- Support and guide R&E team, First Nations staff, leaders and families to undertake the research through all stages from development, planning, implementation, analysis and reporting

6. Reporting and other relevant tasks

- Complete quarterly reports to Directors about monitoring and evaluation progress, achievements and any challenges.
- Contribute to funding reports, evidence reviews, papers and publications, as needed.
- Other monitoring, evaluation and research tasks as needed by Directors.

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

- Meet, where appropriate, with local First Nations people and elders to discuss local aspirations and acquire content to inform monitoring, evaluation and research.
- Liaise, when appropriate, 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.

8. Relationships

- Actively engage as a member of the Children's Ground wide R&E team
- Develop professional, trusting and respectful relationships with people in the region.
- Maintain strong working relationship with Children's Ground internal partners.
- Develop and maintain strong relationships with relevant external partners.
- Represent Children's Ground at meetings when requested.

9. Contribute to Children's Ground

- Be a positive, innovative and active member of the Children's Ground team.
- Contribute to Research & Evaluation strategic planning and organisational development.
- 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.
- Undertake other tasks as requested to support the Director of Research & Evaluation, any external evaluators/contractors and staff in communities for delivery of 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

Essential skills and experience

- Relevant degree/qualification or relevant professional experience in monitoring and evaluation management, with solid knowledge of monitoring and evaluation best practices
- Demonstrated experience in designing and implementing monitoring, evaluation and data system management for continuous quality improvement
- Experience in leading teams and supervising, supporting and coaching staff
- Experience working with First Nation communities and/or an understanding of the effects of colonisation, disempowerment, and intergenerational trauma
- Knowledge and skills in using Microsoft Excel and Access, including data quality assurance approaches, extracting data outputs and reporting
- Experience in undertaking evaluation and research with communities
- Excellent verbal and written communication skills
- Ability to plan, organise and prioritise workload around importance and timelines
- Ability to work collaboratively as a member of the team and demonstrated ability to work independently and autonomously
- Current Driver’s Licence
- Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

Desirable skills and experience

- An understanding of First Nations evaluation and data sovereignty
- Experience in undertaking evaluation or research with First Nations communities
- Experience working in a start-up environment, implementing processes and systems from scratch
- Experience in the community services sector

Personal attributes

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