



Position Description

Position Title:	Data and Evaluation Officer
Location:	Alice Springs with travel to remote locations and Darwin as required
Reports to:	Central Australia Research & Evaluation Co-Coordinators*
Tenure:	Part time 0.8 EFT (four days per week), 12-month contract (a further contract will be offered subject to funding)
Remuneration:	SCHCADS Modern Award Level 4-5 (\$79,531 to \$90,971), prorata based on qualifications and experience

Background

The Children's Ground is a First Nations organisation. The Children's Ground Approach is designed and delivered through the leadership of First Nations people. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We privilege First Nations knowledge systems and practice. Over the course of a generation, led by local expertise, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of our communities. We build on this over a generation to ensure a future for our children and grandchildren that gives them freedom, opportunity and rights to their culture and identity.

Position Summary

The Data & Evaluation Officer will be responsible for supporting the implementation of local data collection processes and day-to-day management of the Children's ground data system, with oversight and support from the Research and Evaluation (R&E) Coordinators. This includes supporting staff in achieving high quality data collection and undertaking regular data quality checks, with staff and within the data system.

A key part of the role will be extracting standard and targeted data reports for communities, teams and the region, and working with each to interpret and reflect on their data and data quality. This position will contribute to data extraction for our operations in both Central Australia and the Top End. 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 data collected as part of our longitudinal evaluation of impact.

Children's Ground is committed to community-led practice that privileges First Nations culture. All First Nations and Western staff have data collection roles and responsibilities. Working with all staff, this role will support the continued culture of locally relevant and robust monitoring, evaluation, research and development.

The Data & Evaluation Officer will work within our Central Australian operations team and work alongside First Nations leadership groups, staff and communities.

Key Relationships

Key Internal liaison: Director, Research & Evaluation
Central Australian Regional Director, Area heads and staff
First Nations leaders, local community researchers and families
Top End Research & Evaluation team

Key External liaison: Local research, evaluation and service partners, such as schools, health, education and other services as needed

Key Responsibilities

This role will work within the Central Australian Research & Evaluation team to support the implementation of the Children's Ground monitoring, evaluation and research through:

1. Engaging and working with First Nations families and communities about research and evaluation

- Contributing to information and ways Children's Ground can engage children, families and communities in research and evaluation.
- Always talking with people about our evaluation and research so all staff and families become familiar and comfortable with our data and evaluation.
- Working with First Nations staff and families to build interest, knowledge and skills in evaluation and research.
- Engaging in and supporting peer mentoring – learning from other First Nations and Western trained staff and sharing your knowledge and experience with them too.

2. Maintaining high-quality data systems, quality assurance processes and staff training and support

- Weekly monitoring of the quality of staff data entry, including undertaking regular quality checks of the data system - ensuring quality, compliance and technical needs and standards are met for data collection, entry and reporting - Identifying and sharing gaps in data quality for continuous improvement.
- Weekly checking of iPads to ensure they are synced to data system and data entry is completed.
- Supporting staff to achieve high quality data entry via the Children's Ground App and web-based system. Including working with and training staff in data entry – in groups and for individuals as needed. This includes documenting staff queries and desired changes to data app and system to Identify process and support improvements - for continuous improvement.
- Regular follow-ups with staff to ensure all data entry is completed each week.

- Induct all new staff into data entry and interpretation – meeting monthly with new staff over their six month employment probation period, with support from R&E Coordinators to share evaluation purpose, processes and roles and responsibilities.
- Ensure data systems include complete and high-quality data within one week from the end of each quarter – for funding report purposes.

3. Evaluation and Research

- Contributing to and supporting other First Nations staff to lead the evaluation design, delivery, analysis and reporting, including planning and leading support for 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.
- Contributing to the development of a culturally reflective and ethical approaches to evaluation and research – and leading support of First Nations leaders, staff and families to lead and contribute.
- Contributing to supporting staff to collect their data every day to a high quality using the Children's Ground data entry system.
- Working with First Nations leaders and communities to develop community research priorities
- Working with staff and families to do local research projects – sometimes with external research and evaluation partners.
- Contributing to writing research report, papers and publications.
- Contribute to data analysis for evaluation reporting and research, with First Nations staff and communities.
- Support developing and writing research and evaluation reports.
- Participating in conference and other presentations about our research and evaluation.
- Contribute to quarterly reports to the Director that describe evaluation and research progress, achievements and any challenges.
- Other evaluation and research tasks as needed by the Co-Coordinators.

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

- Regularly talk with local First Nations people and elders to discuss local aspirations and acquire content to inform monitoring, evaluation and research.
- Liaising 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.
- Encouraging and support all First Nations families, valuing their ideas, strategies and aspirations.

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

- Regularly talk with local First Nations people and elders to discuss local aspirations and acquire content to inform monitoring, evaluation and research.
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- Encouraging and support all First Nations families, valuing their ideas, strategies and aspirations.

6. Relationships

- Developing professional, trusting and respectful relationships with people in the region.
- Maintaining strong working relationship with Children's Ground internal partners.
- Developing and maintaining strong relationships with relevant external partners.

- Representing Children's Ground at meetings when requested.

7. 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 valuers/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

- Relevant degree/qualification in evaluation or research
- Experience in working within evaluation and research approaches
- Experience using data systems
- Experience in working with First Nations communities
- Good 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
- Ability to work in a flexible team environment
- Willingness to undergo a National Police Check and obtain an OCHRE Working with Children Check

Desirable

- Knowledge and skills in using Microsoft Access
- An interest in working with children of all ages and their families
- Current driver's licence
- Experience working in a start-up environment and implementation of processes and systems from scratch
- Arrernte language speaker

Personal attributes

- Creates and embraces a culturally diverse workforce
- Proactive and can work autonomously, as well as part of a team

- Passionate about social justice and empowerment
- Highly collaborative
- Self-starter who thrives in an environment that is fast paced, innovative, complex and thinks systemically
- Innovative and thinks adaptively about problem resolution
- Focus on achieving excellence