



Position Description: Research & Evaluation Officer

Position Title:	Research & Evaluation Officer
Location:	Based in Darwin, with travel to remote communities in West Arnhem and potential travel to Alice Springs and other areas within Australia as needed
Tenure:	Full-time 38 hours a week (part-time can be negotiated) Initial 12-month contract (further contracts will be subject to funding)
Classification:	SCHCADS Modern Award Level 5-6, \$95,267 to \$104,092 (depending on qualifications and experience)

Position Summary

The Research & Evaluation (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. 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.

The role will be responsible for supporting the core monitoring and evaluation, including leading the implementation of Children's Ground's data collection system, local processes, quality assurance and control, with oversight and support from senior R&E staff. It also includes working with First Nations staff and families on their triennial evaluation reports and internal annual evaluation reporting.

The R&E Officer will also 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 of the Children's Ground Approach. 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.

This role will work closely with staff and families to continuing to embed a culture of monitoring and evaluation with all staff and families in the two Top End regions leading Children's Ground with their communities, including supporting staff in achieving high quality data collection and providing regular data reports and support to use data in planning.

Key Relationships

Reports to:	Top End Regional Director
Supported by:	Central Australian Head of R&E
Key internal liaison:	Director, Research and Evaluation First Nations leaders, local community researchers and families

Top End staff

Central Australia Research & Evaluation team

Key external liaison: Local services, evaluation and research partners as needed

Key Responsibilities

The core responsibilities of this role include:

1. Maintaining high-quality data collection, systems and quality assurance processes

- Support staff with daily data collection using the new data system
- Training with all new staff in data entry and collection processes and systems (groups and individuals), including meeting regularly with staff over the first month of their employment
- Use diverse strategies to ensure regular reminders for all staff about their data collection roles and responsibilities
- Document staff queries and desired changes to data app and system to identify process and support improvements - for continuous improvement
- Work with First Nation R&E staff to enfranchise them in data collection, quality, reporting and communication
- Undertake weekly data quality and integrity checks and provide feedback to staff on quality and identified gaps.
- Ensure data entry is complete and high-quality each week for data feedback and reporting purposes
- Regularly sit with teams, staff and communities to understand their data needs and support their interpretation of the data.
- Regularly reflect on data reporting and sharing processes ensure ongoing quality improvement.
- Undertake regular reviews of data with staff and communities for use in planning and engagement. At least monthly with teams and at least quarterly for each community.
- 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. Working with First Nations leaders and staff to undertake internal and external evaluation

- Work with First Nations leaders and communities to undertake regional and community evaluation planning, data collection and reporting. Including, interviews, focus groups, surveys, etc with First Nations staff and families and non-First Nations staff.
- Work with each community to embed local progress and evaluation data collection and reporting within community planning and governance processes.

- 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).

3. Supporting 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.

4. Planning, reporting and communication

- Contributing to Research & Evaluation team strategic and operational planning.
- Complete written quarterly reports to senior management 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 regional and R&E senior management.

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

- Encourage and support all First Nations families, valuing their ideas, strategies and aspirations.
- Work with the M&E Manager to, where appropriate, meet with local First Nations people and elders to discuss content to inform monitoring, evaluation and research and ensure our approaches do not undermine and actively promote local cultural knowledge and practice.

6. 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.

7. 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.
- 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 experience in evaluation and/or research
- Demonstrated experience in evaluation and research design, development, implementation, data analysis and reporting
- Demonstrated experience in data system management and in applying data quality and integrity processes and checks for continuous quality improvement
- Knowledge and skills in using Microsoft Word, Excel and Access
- Experience undertaking research and evaluation with communities, preferably First Nations communities
- Experience working alongside First Nations communities
- Excellent verbal and written communication skills
- Ability to plan, organise and prioritise workload around importance and project timelines
- Ability to work cooperatively and collaboratively as a member of the team, and to work autonomously
- Valid 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 data sovereignty
- Experience in undertaking evaluation or research with First Nations communities
- Experience in the child, family, community services sector
- Experience working in a start-up environment, implementing processes and systems from scratch

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
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks creatively about problem resolution
- Focussed on achieving excellence