



Position Description: Head of Research & Evaluation

Position Title:	Head of Research & Evaluation
Location:	Based in Alice Springs, with potential travel to remote communities, and travel to Darwin and other areas within Australia as needed
Tenure:	Full-time (part-time can be negotiated at 0.8 EFT), 38 hours a week (full time can be negotiated) Initial 12-month contract (further contracts will be subject to funding and performance)
Classification:	SCHCADS Modern Award Level 7-8, \$112,576.57 - \$122,143.48 (depending on qualifications and experience).

Background

Children's Ground is a First Nations organisation. 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, designed by First Nations people. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, 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 communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

The Head of Research & Evaluation (R&E) will be responsible for leading the R&E team in Central Australia and providing guidance and support for the team's work with Children's Ground communities. This includes team management, training, performance reviews and support.

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 the designing

of a new way of approaching evaluation. Research and Development (R&D) is also central to Children's Ground's work. This position will support the ongoing establishment and growth of our internal and external R&D.

This position will oversee and support high-quality monitoring, evaluation and research, with a focus on empowering all First Nations staff and families in data, evaluation and research ownership and sovereignty. They will be responsible for working with the R&E team and First Nations staff to implement regular community level evaluation and reporting, as well as locally relevant and robust triennial regional progress evaluation.

Key Relationships

Line management by:	Regional Director, Central Australia
R&E standards oversight	Director, Research & Evaluation
Supervises:	CA R&E staff
Key internal liaison:	First Nations leaders, families and communities Central Australian Area heads and staff Top End 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 Central Australian communities and region.

1. Delivery against key KPI's for the Research and Evaluation function for Children's Ground

- On time triennial CA evaluations delivery against the CG evaluation framework, ethics and standards
- Support for TE evaluation function

2. Embedding a culture of monitoring and evaluation

- Work collaboratively within the Integrated Leadership team with heads of Health, Learning and Community Development to ensure monitoring, evaluation and research is embedded within regional and community level strategic, operational and community plans
- Oversee, guide and support the R&E team in their engagement with staff and families around data and evaluation.
 - Support 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.
 - Support the Data & Evaluation Officer in their data sharing with staff and communities.
- Support 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.

- Oversee and manage the internal Family Information System (data system), including supporting the team in their daily management of data systems and quality control - ensuring regular reviews of quantitative and qualitative data with staff data and communities for use in planning and engagement.
- Facilitate and contribute to sharing practice learnings and evaluation findings across our operational regions.
- Identify, learn from and share national and international best-practice standards in monitoring and evaluation.
- Build staff knowledge of existing high-quality research, evaluation and evidence.

3. Team management, supervision, training and support

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

4. Standards, Progress and Evaluation reporting

- Lead and support staff in undertaking triennial evaluation, within key timeframes.
- Ensure all standards, practices and records are upheld including data sovereignty, consents, ethics guidelines etc.
- Work with R&E staff, First Nations leaders and Directors to design, review and adapt evaluation tools as needed.
- Lead and support data analysis for evaluation reporting, with the R&E team and First Nations staff and families in communities – with the support of the Director, Research & Evaluation as needed.
- Contribute to and support reflective practice around our monitoring and evaluation approaches through an ongoing quality assurance process.

5. Research & Development

- 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.
- Lead engagement with external research partners and projects

6. Reporting and other relevant tasks

- Complete quarterly reports to relevant Directors about monitoring and evaluation progress, achievements, challenges and risk.
- 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

- Support local First Nations people and elders to be fully informed and engage with monitoring, evaluation and research.
- Work with with local First Nations leaders to ensure that monitoring, evaluation and research operations do not undermine, but 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 organisation and communities in the delivery and evaluation of Children’s Ground.

Work Health and Safety

This role will require working regularly in outdoor conditions, in extreme heat during the summer, sitting, standing, carrying objects up to 15 kg 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 extensive professional experience in monitoring and evaluation management, with solid knowledge of monitoring and evaluation best practices.
- Extensive 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, preferably First Nations 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.
- 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 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 sector.

Personal attributes

- Self-starter who thrives in an environment that is fast paced, innovative, complex and thinks systemically.
- 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.