

## Our Watch Role Statement

### Position details

<b>Position title:</b>	Senior Evaluation Advisor
<b>Team:</b>	Policy and Evaluation
<b>Reports to:</b>	Evaluation Manager
<b>Position location:</b>	Melbourne CBD
<b>Work type:</b>	0.6 FTE, Fixed term
<b>Job duration:</b>	7 months July 2020-22 February 2021
<b>Probation period:</b>	6 months
<b>Salary:</b>	Our Watch [Band 5, Level 1] (commencing at \$91,535.00 pa) plus superannuation and 17.5% annual leave loading

### Organisation context

Our Watch is a national, not for profit organisation established in 2013. Our mandate is to drive nation-wide change in the culture, behaviours, structures and power imbalances driving violence against women and their children. We are based in Melbourne.

Our Watch's vision is an Australia where women and their children live free from all forms of violence. Our mandate is to stop violence before it happens, and our purpose is to provide national leadership to prevent all forms of violence against women and their children. Our work will always be based on sound research and strong and diverse partnerships.

Our Watch recognises and values diversity amongst its staff and strongly encourages suitably qualified people from all backgrounds, especially people who have a strong understanding of intersectionality either by working with a diverse range of population groups or a lived experience.

Our Watch is committed to increasing employment of Aboriginal and Torres Strait Islander people in the organisation. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

### Position overview

The Our Watch evaluation team will be working on several exciting evaluation reports in 2020 as well as planning for new evaluations to be delivered under the fourth and final Action Plan of the *National Plan to Reduce Violence Against Women and their Children 2010-2022*.

The media was identified in the original National Plan and its successive action plans as a key site for primary prevention due to its potential influence on public understandings of VAW<sup>1</sup>. The Senior Evaluation Advisor will likely be focused on evaluating and facilitating learning from past and current program activities in this setting and share the learnings to increase quality prevention practice across Australia. While a background in media is not essential, we are seeking an evaluation practitioner with an interest in and capacity to design enquiry approaches focussed on understanding shifts towards gender equality and preventing violence against women. The role requires capacity to use and translate evaluation findings and learning to support the timely delivery of our evaluation projects.

Evaluation is central to the organisation's work and is a key component of our Strategic Plan. Our Watch is committed to prevention practice that is grounded in evidence (local and international), as well as contributes to the growing pool of knowledge on primary prevention. As a result, the Policy and Evaluation Team, have several existing and emerging project evaluations.

In the short term, the role will be focussed on working on the *National Media Engagement (NME) Project*.

Key tasks will likely involve

- The development and finalisation of a comprehensive Evaluation Framework that builds on and extends learning from previous programs and monitors the process and impact outcomes of the *National Media Engagement (NME) Project*;
- Implementation of the Evaluation Framework (e.g. ethics review, starting data collection and interpretation) in close collaboration with the NME cross-organisational working group. The role is responsible for ensuring all evaluation activities happen in a timely and ethical manner; and
- Contribution to any Project Status Reports (both internally and externally) as well as assisting the project team with their ongoing learning and the evaluation of pilot projects within the broader NME project. This might involve the delivery of evaluation reports to consider the outputs and outcomes of the work and recommendations for how the work can be further improved in 2020 and beyond.

The Senior Advisor will be embedded within a cross organisation team, working with internal experts from both Practice Leadership (building skills and capacity of journalists and journalism lecturers), Media and Communications (supporting best practice reporting) as well as potentially any external academic contractor who might be contracted to undertake part of the evaluation.

The position requires the incumbent to have

- Strategic and learning approach to evaluation with a strong focus on accountable, ethical and intersectional practice;
- Demonstrated ability to design and undertake qualitative and quantitative evaluation methods;
- A commitment to the primary prevention of violence against women and advancing gender equality;
- Capacity to communicate findings and learning in accessible and engaging formats for a range of formats;
- Experience in analysing data and translating the findings for policy and practice; and
- The ability to work independently and as part of a collaborative cross-organisation team

Experience in data collection and analysis (including experience with quantitative and qualitative data and various methodologies, e.g. online surveys, and stakeholder interviews) as well as translating key findings to inform project improvement and design emerging practice will be highly valuable.

We are flexible in terms of the days of work. Our Watch has a flexible work policy and supports working from home arrangements, provided regular communication with project team will be ensured.

The position is a parental leave cover and the contract is available until **22 February, 2021**.

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<sup>1</sup> Council of Australian Governments (2011) *The national plan to reduce violence against women and their children: Including the first three-year action plan*. Canberra: FAHCSIA; Department of Social Services (2014) *Second action plan 2013-2016 of the national plan to reduce violence against women and their children 2010-2022*. Canberra: DSS

## Responsibilities and accountabilities

- Collaborate with the Our Watch Practice Leadership and Media teams in the implementation and delivery of the evaluation of the *National Media Engagement (NME) Project*, which spans several sub-projects, each funded by the Department of Social Services. This will include
  - Project managing all aspects of the evaluation- from design, data collection and analysis through to evaluation report writing and internal review processes;
  - Developing and fostering productive partnerships with key stakeholders (including internal team members) with a view to maximising support, ‘buy-in’ and uptake of evaluation findings; and
  - Developing regular progress briefs for Our Watch funders and Our Watch senior staff to inform their communication with key stakeholders.
- Support the Manager Evaluation and Learning, fellow evaluation staff members and Our Watch managers in other teams, in the development and implementation of evaluations for other existing and emerging Our Watch projects;
- Work with the Our Watch Media and Communications team in the development of web-based content, information sheets, media releases and other communications materials relating to key statistics and data on violence against women and gender inequality;
- Provide timely technical and content advice to Our Watch staff regarding evaluation related issues; and
- Contribute to building Our Watch as a trusted, expert national organization, collaborating across the organisation and supporting a culture of continuous improvement and learning.

### Direct Reports

Nil

### Organisation Relationships

**Internal:** Our Watch is a highly collaborative working environment and the Evaluation Advisor will interact with all Our Watch teams at different times. The initiative described above is led by a project manager within the Our Watch Practice Leadership team, and the Evaluation Advisor will collaborate closely with this team in all stages of design, implementation and reporting.

**External:** As internal evaluators, our primary stakeholders are fellow Our Watch colleagues. The role may require occasional liaison with stakeholders from a range of organisations including academic experts and stakeholders from the education, LGBTI, elder abuse and Aboriginal and Torres Strait Islander sectors.

### Selection criteria

#### Commitment

- Commitment to Our Watch’s vision, purpose and mandate.
- Commitment to maintaining a work environment where differences are valued, encouraged and supported, and promoting Our Watch’s ideals of gender and cultural diversity at all times
- Commitment to working collaboratively and respectfully in a high performing team and organisation, with a persevering style, with creativity and ability to meet tight deadlines and work productively with limited supervision

- Qualifications**
- Tertiary qualifications in social or political science, health promotion, gender studies, international development or other area of relevance; and
  - Specialist knowledge of evaluation techniques and methods, in particular participatory evaluation approaches, evaluation capacity building (ECB) and translating evaluation findings to inform practice.
- Skills and expertise**
- Strong commitment to ethical evaluation practices and appropriate data collection and data management;
  - Competence in the use of computer and software products, particularly survey monkey/ survey gizmo, excel and word;
  - Evaluation experience including demonstrated ability to develop program logic models and evaluation frameworks to frame action and track progress and developing/administering evaluation tools; and
  - Strong understanding and demonstrated experience in taking an intersectional approach to the prevention of violence against women. Awareness of and sensitivity to systemic inequality, issues of cultural and linguistic diversity across the Australian population, and the range of intersecting issues of relevance to Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ people, refugees and migrants
- Project management**
- Excellent organisational skills, including determining priorities and urgency in a practical way, using goals to guide actions, creating and implementing detailed project plans; and
  - Ability to manage stakeholder, funder and supplier relationships with attention to detail on deliverables and adhering to internal and external approvals processes.
- Stakeholder engagement and relationship development**
- Demonstrated skills, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these.
- Written and verbal communication**
- High level analytical, written and verbal skills in communicating complex data to a variety of audiences;
  - Excellent writing skills, including ability to produce a range of different kinds of high-quality written materials and translate complex information into plain language and actionable strategies; and
  - Oral presentation skills, especially in distilling and conveying key messages to different audiences.

