

## Manager, Research & Evaluation

Work Unit	Evidence & Innovation
Classification Level	5
Employment type	Continuing, full time
Work location	Melbourne
Reporting line	Head of Evidence & Innovation
Supervisory Responsibilities	Research & Evaluation teams
Date document created or updated	26 May 2020

### Position purpose

The Manager, Research & Evaluation is responsible for leading the ADFs research and evaluation function, in collaboration with the Head of Evidence & Innovation. The ADF is an evidence-based organisation seeking to build, translate and apply evidence to support its campaigns, programs, advocacy and other activities and demonstrate its impact in AOD prevention and harm minimisation.

The role will oversee the development and implementation of key strategic research and evaluation plans such as an Outcomes Framework that will guide the measurement of the ADF performance and impact. The role leads a multi-disciplinary team who researches, synthesis and evaluates internal & external information, including qualitative, quantitative (primary and secondary research), into content and insights for the ADF and its partners.

This role will lead the planning, development and implementation of research and evaluation activities to support the ADF internal needs such as business planning, program development and improvement and the needs of external partners such as funders. It will also seek to increase the opportunities for ADF to contribute to the evidence base through contributions to the peer reviewed publications. The role will also provide strategic thinking and leadership in the formation of key partnerships with sector partners, university, research organisations and consultants to support the ADFs strategic ambition.

This role is a key and active member of the ADFs Senior Leadership Group and will oversee the research and evaluation team to support the research and evaluation components of these activities to measure, report and demonstrate the ADFs impact, return on investment for funders and contribution to the knowledge base of community based AOD primary prevention.

### Organisational Context

Celebrating more than 60 years of service to the community, the Alcohol and Drug Foundation, formerly the

Australian Drug Foundation, is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation. Our aim is to create an Australian culture that supports people to live healthy, safe and satisfying lives, unaffected by drug and alcohol problems.

The Foundation's work reaches millions of people in local communities through sporting clubs, workplaces, health care settings and schools, offering educational information, drug and alcohol prevention programs and advocating for strong and healthy communities. The Alcohol Drug Foundation is proudly independent and not-for-profit.

For further information, please go to our website: <http://www.adf.org.au/>

## Key Relationships

### Internal Relationships:

- Head of Evidence & Innovation
- Head of Program Delivery
- Manager, Evidence
- Manager, New Strategic Programs
- State Managers & Program Delivery team
- Business Enablement team
- Marketing & Communications team

### External Relationships

- Funding and program partners
- Government (Federal, State, Territory and Local)
- Researchers & Academic organisations
- AOD treatment providers
- AOD peak bodies
- Corporate, NGO and philanthropic contacts
- Contractors and consultants
- Media
- Other appropriate key stakeholders

## Responsibilities

### Leadership and Management

- Proactively role model behaviors that support the ADF's values and goals.
- Provide leadership, mentoring and management for direct reports building collaborative relationships and ensuring that staff are appropriately supported so that they remain motivated, high performing teams.
- Represent the Research & Evaluation team within the E&I team and to the Senior Leadership Group
- Lead the development of funding submissions to increase investment in knowledge, information, and research
- Manage ADF contracts for knowledge, information, and research with government and other key funders.

- Position the ADF as a global leader in alcohol and other drugs prevention information and research by establishing and maintaining key strategic partnerships with relevant AOD research, peaks and service organisations to ensure the ADF has the latest research and evidence.
- Support the capability and culture of the ADF as a research led and evidence informed organisation including systems and processes including developing opportunities to improve capacity and efficiencies across the ADF through procedures, education and toolkits.
- Lead budget, resourcing, risk management and reporting for the Information Research and Knowledge programs, projects and services including government reporting and funding submissions.
- Develop and manage budgets for the Research & Evaluation team and program contracts and ensure high levels of financial accountability.
- Effectively liaise with program leads, State Managers and other business units to support the effective functioning of the R&E team to support the team and meet the organisational leads.
- Support effective knowledge management & CoP processes.

## **Research & Evaluation**

- Lead the development and implementation of key strategic research and evaluation frameworks to measure impact, progress and track performance including the ADF Outcomes Framework, Data Mapping and other key strategic evaluation frameworks.
- Lead the work in Research and Knowledge Management including in contributing to the evidence base through peer reviewed publications.
- Identification of new targeted opportunities to build new knowledge and the use of existing knowledge in a new and creative ways so as to generate new concepts, methodologies and insights to further the ADF strategic agenda
- Ensure ADF maintains and increases its record of publishing research through peer reviewed journal and significant public health, alcohol and other drugs, and community development conferences, symposia, and workshop.
- Develop strategic research partnerships to support the ADFs strategic priorities and research agenda including research committees, reference groups, steering groups, and other relevant formal avenues.
- Enhance delivery of research, analytics and reporting to drive the development of evidence informed program content through innovative platforms with a focus on digital and data.
- Considers research and evaluation opportunities to contribute to the evidence base aligned to the ADF strategic focus including a focus on supporting improved approaches to prevent and reduce harm, including among the most affected communities
- Ensure the effective planning for all research and evaluation activities in the annual business plans and submissions.
- Development and implementation and management of the processes (i.e. RFW process) to support the effective engagement of the research and evaluation teams to support business plans and funding submissions.
- Effective stakeholder management of funders, sector organisations, academic and research organisations.
- Oversee contract management and supporting the development of funding submissions, as required.

## **Insights**

- Enhance delivery of research, analytics and reporting to drive the development of evidence informed program content.
- Test and adopt new Insights, methodologies and innovative approaches that exhibit new to ADF or new to world insights thinking.

## Capability Profile

### Formal Education

Postgraduate level (Master's Degree, Research Degree/PhD, or clinical doctorate) in Health Promotion, Alcohol and Other Drug, Public Health or equivalent extensive relevant experience in health promotion or a related discipline.

### Essential Skills

- Extensive experience in the development and implementation of research and evaluation strategic frameworks and plans
- Extensive leadership experience in mentoring, motivating and leading high performing teams and for direct reports building collaborative relationships and ensuring that staff are appropriately supported.
- Exceptional stakeholder management skills with a proven ability to represent and negotiate with partners, funding bodies and other key stakeholders and build and maintain strong collaborative partnerships.
- Project management experience for a large-scale public health or related initiative
- Experienced in having research papers published peer reviewed journals
- Strong communication, presentation and influencing skills.
- Strong teamwork and collaborative mindset with experience of working across multiple business units/complex organisations to deliver high quality outcomes.

### Desirable

- Knowledge and experience in alcohol and other drug research, evaluation or practice
- Research and evaluation focused on community primary prevention initiatives
- Understanding of current digital and data management
- Experience in financial management and managing budget

Key Competencies (See table below)

Competency	Definition	Importance
Developing Others	Actively seeks to improve others' skills and talents. Provides constructive feedback, coaching, training opportunities, and challenging assignments. Encourages development. Monitors performances and provides relevant feedback and advice.	Essential
Visionary Leadership	Creates and/or embraces a vision for the future. Works to model and fulfil vision for self and/or others	Essential
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications	Essential
Strategic Perspective	Takes a long-term view and thinks on a broad canvas. Helps to chart the long-term course of the business by evaluating key options, capabilities, threats and opportunities. Establishes and implements operational plans aligned with strategic visions	Essential
Analytical Thinking	Able to understand a situation by systematically seeking and evaluating available information and or/by breaking it into causal steps to support effective decision making.	Essential