



## POSITION DESCRIPTION

<b>Position</b>	<b>Senior Project Officer- Evaluation</b>
<b>Reports to</b>	<b>Senior Manager, Evaluation &amp; Research (Design &amp; Strategy), Research and Evidence Development Team</b>
<b>Direct Reports</b>	<b>NA</b>
<b>Status</b>	<b>Full time, Fixed term 24 month</b>
<b>Location</b>	<b>340 Bell Street</b>

## BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff

## OUR VISION

Aboriginal self-determination - Live, Experience and Be.

## OUR PURPOSE



Supporting culturally strong, safe and thriving Aboriginal communities.

## PROGRAM AREA

The Research and Evidence Development Team (the 'RED' Team) supports program design, the development and implementation of internal and external evaluations, embedding evaluative inquiry across VACCA's programs, and research projects. This is an exciting time for the Research and Evidence Development Team (RED team): it is charged with leading organisational change to better evidence the benefits of VACCA's services, strengthen program design and delivery, support service innovation, and build a proactive approach to research and evaluation in the service of VACCA's strategic directions

## POSITION SUMMARY

This position is new, within a growing team in VACCA. The Senior Project Officer - Evaluation will be required to support the development of VACCA's evidence-informed practice by designing and implementing a range of evaluations, with a particular focus on VACCA's innovative family violence service responses. The Senior Project Officer will take a highly participatory approach to evaluation design and delivery, which will include development of program logics and theories of change, M&E plans, development of data collection tools, data collection and analysis, reporting, and supporting program reflection based on evaluation findings, and acquittal to funders. The Senior Project Officer will be required to support the RED team in other evaluation activity as required

## KEY RELATIONSHIPS

*Internal:* VACCA staff and community, including RED team, Senior Project Manager - Family Violence, wider Client Services Practice & Development Directorate, regional management and staff, corporate program staff

*External:* Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services, external research agencies as appropriate

## KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Demonstrated experience in working and engaging with Aboriginal families and children/  
Demonstrated experience in child and family sector
- **Evaluation practice** – applying evaluation standards; working ethically; respecting all stakeholders; contributing to the evaluation knowledge base



- **Systematic inquiry** –knowledge of evaluation theory and approaches; knowledge of or experience in culturally competent evaluation practice; understanding of transformative approaches to evaluation; understanding of quantitative and qualitative methods, and mixed methods; knowledge of how to conduct a literature review; experience in developing data collection tools.
- **Situation analysis** – development of program descriptions, ability to assess program evaluability, stakeholder analysis, analysing organisational and political context.
- **Project management skills** – preparation of project briefs and agreements; client negotiations; task breakdown and scheduling; communication management; evaluation budget management, risk management.
- **Reflective practice** –capacity to reflect on own practice; commitment to professional development in both evaluation and content areas.
- **Interpersonal competence** – highly developed written and verbal/listening communication skills; negotiation skills; conflict resolution skill

## QUALIFICATION & EXPERIENCE

- A higher degree or post-graduate qualification in a relevant field, or significant experience in evaluation within the human services field
- Sound knowledge of the context in which VACCA operates, the child and family welfare sector in Victoria, service delivery by Aboriginal Community Controlled Organisations and Victorian Government reforms regarding self-determination and child and family services
- Specific knowledge of family violence programming within Aboriginal context, and experience in evaluating family violence programs and services

## REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

## POSITION ACCOUNTABILITIES

- Develop program logics; clarify and document program theory.
- Design evaluations, including developing data collection tools; ethical protocols and obtain ethical approvals internally or through formal human research ethics committees as appropriate, in a highly consultative and participatory manner. In relation to family violence program evaluation, consult and collaborate with the Senior Project Manager- Family Violence in design and implementation.
- Ensure evaluations are designed collaboratively with programs and that Aboriginal led decision-making is enabled.
- Adapt evaluation theory and approaches to VACCA's context, in particular support the embedding within program design and evaluation of VACCA's Cultural Therapeutic Ways.
- Consult formally and informally with Aboriginal staff to seek advice on culturally appropriate evaluation design and implementation.



- Implement evaluation activities, including supporting programs to collect data, conduct interviews, focus group discussions and other evaluation activities
- Analyse evaluation data and communicate evaluation findings in accessible language and formats.
- Manage evaluations, including ensuring that relevant stakeholders are kept informed of key developments; run evaluation working groups and report on evaluation progress; engage with external stakeholders or experts relevant to evaluations.
- Support external evaluations of VACCA programs as appropriate.
- Undertake research and analyse information to support the development of new and innovative program initiatives.
- Contribute to development of evaluation aspects of funding submissions as required.
- Represent VACCA at external meetings, liaise with and provide and seek advice from internal and external stakeholders.
- Participate in team meetings, training and other relevant forums as required
- Supervise and train Project Officers as required

## HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

## QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

## OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

## ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to



undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.