



Monitoring & Evaluation Coordinator

Position Title:	Monitoring and Evaluation (M&E) Coordinator
Location:	Based in Alice Springs, with potential travel to remote communities, and travel to Darwin and other areas within Australia as needed
Tenure:	Part-time 22 hours a week (0.6 EFT) – worked Monday to Thursday. Initial 12 month contract (further contracts will be subject to funding)
Classification:	SCHCADS Modern Award Level 6

Position Summary

The Monitoring & Evaluation (M&E) Coordinator will be responsible for leading the team and work for monitoring and evaluation with Children's Ground communities in Central Australia. The Coordinator will oversee and support the Research & Evaluation (R&E) team and staff to achieve high-quality daily data collection and regular communication of data and findings within a continuous improvement cycle. They will be responsible for working with the R&E team and First Nations staff to implement biennial evaluation reporting.

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.

Working with First Nations and Western staff, the M&E Coordinator oversees, coordinates and supports the continued culture of locally relevant and robust monitoring, evaluation and relevant research.

Key Relationships

Line management by:	Regional Director, Central Australia
Content management by:	Director, Research & Evaluation
Supervises:	Data & Evaluation Officer First Nations Community Research 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 focus on coordinating the R&E team and monitoring and evaluation within Children's Ground's Central Australian communities and region.

1. Embedding a culture of monitoring and evaluation

- Oversight, guide and support the R&E team in their engagement with staff and families around data and evaluation
 - Supporting 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.
 - Supporting Data & Evaluation Officer in their data sharing with staff and communities
- Supporting 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.
- Work collaboratively within the Integrated Leadership team with heads of Health and Learning to ensure monitoring and evaluation is embedded within regional and community level strategic, operational and community plans
- Facilitating and contributing to sharing practice learnings and evaluation findings across our operational regions.
- Identifying, learning from and sharing best-practice standards in monitoring and evaluation nationally and internationally.
- Building staff knowledge of existing high-quality research, evaluation and evidence.

2. Team coordination, supervision, training and support

- Coordinate day-to-day activity of R&E team and support them in achieving their roles 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 are 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 knowledge with First Nations staff (and all staff).

3. Oversight and supporting implementation of data systems

- Coordinating and supporting the team in their daily management of data systems and quality control.
- Holding overall responsibility for data quality and reporting.
- Ensure regular reviews of quantitative and qualitative data with staff data and communities for use in planning and engagement.

4. Progress and evaluation reporting

- Leading support of Community Researchers and other First Nations staff to undertake biennial evaluation.
- Working with Community Researchers and Director to design evaluation tools.
- 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.
- Contributing to and supporting reflective practice around our monitoring and evaluation approaches, through an ongoing quality assurance process.

5. Reporting and other relevant tasks

- Complete quarterly reports of monitoring and evaluation progress, achievements and any challenges.
- Contribute to funding reports, evidence reviews, papers and publications, as needed.
- Other monitoring, evaluation and research tasks as needed by Directors.

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

- Meet, where appropriate, with local First Nations people and elders to discuss local aspirations and acquire content to inform monitoring, evaluation and research.
- Liaise, when appropriate, with local First Nations people to ensure that our monitoring, evaluation and research operations do not undermine and actively promote local cultural knowledge and practice.
- Encourage and support all First Nations families, valuing their ideas, strategies and aspirations.

7. 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.

8. 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 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

1. Relevant degree/qualification or relevant professional experience in monitoring and evaluation management, with solid knowledge of monitoring and evaluation best practices
2. Demonstrated experience in designing and implementing monitoring, evaluation and data system management for continuous quality improvement
3. Experience working with First Nation communities and/or an understanding of the effects of colonisation, disempowerment, and intergenerational trauma
4. Experience in leading teams and supervising, supporting and coaching staff
5. Knowledge and skills in using Microsoft Excel and Access, including data quality assurance approaches, extracting data outputs and reporting
6. Experience in undertaking evaluation and research with communities, preferably First Nations communities
7. Excellent verbal and written communication skills
8. Ability to plan, organise and prioritise workload around importance and timelines
9. Ability to work collaboratively as a member of the team and demonstrated ability to work independently and autonomously
10. Current Driver's Licence
11. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

Desirable skills and experience

1. An understanding of First Nations evaluation and data sovereignty
2. Experience in undertaking evaluation or research with First Nations communities
3. Experience working in a start-up environment, implementing processes and systems from scratch
4. 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