

Research and Evaluation Assistant

Work Unit	Evidence and Innovation
Classification level	3
Employment type	Full time (1.0), Continuing
Work location	Melbourne
Reporting line	Manager, Research and Evaluation
Supervisory Responsibilities	Nil
Date document created or updated	21 April 2021

Position purpose

The focus of this role is on providing support into the Research and Evaluation team as part of the Evidence and Innovation business unit. This role will include consulting and liaising with other members of the team and throughout the organisation to contribute to the development, implementation and reporting of evaluation of the ADF's programs. In conjunction with other team members, the position will develop evaluation plans, evaluation frameworks, tools for data collection, ethics applications, manage data collection and data management, data analysis and drafting evaluation reports.

Organisational context

Celebrating more than 60 years of service to the community, the Alcohol and Drug Foundation (ADF) is Australia's leading organisation committed to inspiring positive change and delivering evidence-based approaches to minimise alcohol and drug harm.

We bring expert knowledge and research into the design and implementation of our programs. We reach millions of Australians through sporting clubs, educational institutions and communities, by supporting and informing drug and alcohol prevention programs, and through the provision of educational information. We are proudly not-for-profit, evidence-based and independent.

For further information, please visit www.adf.org.au

Key Relationships

Internal Relationships:

- Research and Evaluation Team
- Marketing and Communications unit
- Program Delivery unit
- Evidence and Innovation unit

External Relationships:

- Alcohol and drug experts/academics
- Content partners and other stakeholders
- Human Research Ethics Committees

Responsibilities**Research & Evaluation**

- Take a supporting role in providing advice on and supporting evidence-based practice, program development, delivery and evaluation across the organisation.
- Actively support project teams within the organisation to identify and act upon opportunities for quality improvement.
- Take a supporting and/or leading role in the design of research projects and pilot programs that appropriately consider the setting, objectives and context, including contribution to development of evaluation methodologies, support in project delivery, data collection, documentation and reporting as required.
- Take a supporting role in the statistical analyses and interpretation of data, both qualitative and quantitative, and outcomes of internal quality assurance, monitoring, research and evaluation activities.
- Undertake all tasks to a high quality and in a timely manner.
- Contribute to drafting and writing evaluation plans, frameworks, reports, summaries and other materials as required.
- Prepare ethics applications.
- Assist team members to develop measurement tools and materials such as surveys.
- Review relevant research, literature and policies in order to assist in the development of the rationale and design for research projects, when required.

Partnerships and Organisational Profile

- Assist with internal communication and advocacy of research projects and findings specifically, and the role of the research and evaluation team more broadly.
- Enhance the reputation of the ADF as a credible source of knowledge for the sector by ensuring appropriate standards are applied to research and evaluation activities.
- Collaborate with staff, colleagues and identified external stakeholders and form sustainable partnerships with internal staff as well as key organisations Australia-wide.

Self-Responsibility and Development

- Contribute to the maintenance of a high performing research capacity.
- Commit to your own self development.
- Participate in professional activities, including attendance at conferences and seminars in the field of expertise or associated with areas in which research is being conducted as appropriate.

Capability Profile

Formal Education & experience

Essential:

- Relevant tertiary qualification, for example in psychology/social sciences, health sciences, health promotion or related field.
- At least 1-2 years of professional experience in a similar or related role.

Skills and Knowledge

Essential:

- Demonstrated understanding of, and commitment to, evidence-based best practice in health promotion and harm reduction.
- Excellent written and verbal communication skills.
- Flexibility and ability to work within tight timelines to an agreed schedule.
- Demonstrated ability to plan and implement a work schedule, and an ability to work autonomously, but not in isolation.
- Understanding of evaluation stages and processes, including the key components required to form an evaluation plan and framework.
- Demonstrated ability to plan research and evaluation projects, including designing evaluation plans.
- Demonstrated experience writing and managing ethics applications.
- Experience with designing quantitative or qualitative research methodologies, particularly survey-based research methods.
- Experience with data management, including implementing and maintaining data management procedures and practices to ensure high quality data are collected.
- Experience managing data collection, including using Survey Monkey or similar program, as well as quantitative data analysis.
- Demonstrated ability to draft and write reports.

Desirable:

- Experience in effectively managing relationships with key stakeholders (internal and external).
- Candidates with a research & evaluation background will be highly regarded.
- An Honours (highly desirable) degree in a related field, including formal studies in research and evaluation.

Key Competencies (See table below)

COMPETENCY	DEFINITION	IMPORTANCE
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
Drive & Initiative	Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work over long time periods. Highly motivated to achieve goals. Pro-active and self-starting. Seizes opportunities and acts upon them. Originates / takes action so as organisational goals can be met.	Desirable
Building & Maintaining Relationships	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	Essential
Teamwork & Collaboration	Cooperates and works well with others in the pursuit of team goals. Shares information and supports others.	Essential
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Essential
Conscientiousness	Reliable and diligent. Can be counted on to deliver on expectations and to carry out tasks in a proper and thorough manner.	Essential
Quality & Compliance Focus	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	Essential
Adaptability	Adapts to changing work requirements and demands. Willing to adjust behaviour in response to the situation. Receptive to new ideas and approaches. Undertakes work with a sense of flexibility.	Desirable

Evaluation

Key Performance Objectives	Measurement Criteria	Weighting (% of total job)
1. Contribution to research and evaluation	<ul style="list-style-type: none"> • Relevant literature and information is thoroughly reviewed to assist in the development of the design, theoretical framework and rationale for projects • Regular contributions are made to the write up of reports and summaries etc. for the purpose of publication, reporting and/or dissemination • The write up and communication of research findings is done to a high standard • Strong relationships are maintained between the ADF and relevant research partners/funding bodies etc. • Support is provided in the process of developing evaluation tools and materials • Preparation and submission of ethics applications, including responding to reviewers' feedback • Data collection is carried out within the time frame, with a high level of attention to detail and to ensuring high quality data are available for analysis • Data analysis is thorough and accurate • Research responsibilities are met within the agreed upon timeframe • Regular collaboration and discussion of research projects and findings with ADF staff 	80%
Project Management	<ul style="list-style-type: none"> • Contribute to planning and organisation of projects • Build, support and enhance high quality cooperation and collaboration between key stakeholders 	15%
3. Enhance ADF profile	<ul style="list-style-type: none"> • Ensure ADF services and programs work to enhance the organisation's reputation 	5%