

Position description

Title:	Senior Evaluation Officer
Position ID:	DJ1792
Reports to:	Branch Head, Research and Evaluation
Direct reports:	Not applicable
Grade:	VPS5
Position status:	This is a 12-month fixed-term position. The Foundation is open to discussing how the duties could be performed flexibly in line with our Flexible Working Policy.
Location:	Level 6, 14-20 Blackwood St, North Melbourne
Salary:	The salary range for this position is set out in Schedule C of the Victorian Public Service Enterprise Agreement 2020. For more information, please refer to the Department of Treasury and Finance website (www.dtf.vic.gov.au).

About the Victorian Responsible Gambling Foundation

The Victorian Responsible Gambling Foundation was created by the Victorian Parliament under the *Victorian Responsible Gambling Foundation Act 2011* specifically to address the challenge of gambling harm in the Victorian community.

Our vision is a Victoria free from gambling-related harm. We aim to improve the health and wellbeing of Victorians by working with our communities and government to deliver effective, evidence-based initiatives and innovative approaches to prevent gambling harm and provide support for those seeking help. Our strategic priorities are to:

- prevent gambling harm through a public health approach
- work in partnership with those who share our vision to improve community health and wellbeing
- build a collaborative and respected centre of expertise to deliver our mission for all Victorians.

The Foundation's values guide our actions, behaviours and the way we engage with each other and our stakeholders. These values are to be Respectful, Accountable, Collaborative and Innovative at all times. All employees are required to comply with the Foundation's values and the Victorian Public Service Code of Conduct.

We are a fair and equitable employer, providing a respectful, flexible and inclusive workplace for all. For more information about our work and employment offer, please visit the Foundation's website (responsiblegambling.vic.gov.au).

About this role

The Senior Evaluation Officer sits within the Research and Evaluation Branch of the Victorian Responsible Gambling Foundation. It plays a key role in leading the evaluation of key program areas and projects. A specific focus is on building evaluation knowledge and capability across the Foundation to facilitate the capture and reporting of strategic information regarding the performance, value and impact of initiatives undertaken by the Foundation.

Research & Evaluation

The Research & Evaluation branch has three functions: building the evidence base, using the evidence, and improving research capacity and process. The Foundation's Research Agenda 2018–2022 was developed in consultation with stakeholders and guides all our research activities. Commissioned research and associated grants expand our understanding of critical gambling issues and advance the knowledge base. The evaluation arm of the branch provides rigour and accountability for Foundation activities and delivers the necessary data to improve and innovate programs.

Key accountabilities

- Contribute specialist knowledge to evaluation design and methodology for projects delivered in-house, by contractors, or by other key stakeholders
- Provide specialist advice on evaluation issues associated with the implementation of initiatives by the Foundation
- Manage the procurement and delivery of evaluations,
- Ensure evidence from evaluations and research informs and improves new and existing Foundation programs and services
- Build evaluation capability across the Foundation to meet ongoing performance reporting and accountability requirements
- Conduct systematic qualitative and quantitative analysis, which builds on the existing knowledge of gambling harm and provide authoritative advice to assist in the resolution of highly complex and sensitive emerging issues, trends and risks to successful implementation of programmatic initiatives
- Participate in business planning and business case development activities and provide advice and options on gambling harm support services responses that are appropriately informed by the evidence from evaluation activities and applied research
- Maintain sound knowledge of trends and issues around public health, gambling and gambling harm in Australia and overseas, together with knowledge of contemporary thinking on gambling harm evaluation and review and best practice methodological approaches
- Engage and liaise with key stakeholders internal and external to the Foundation, to facilitate a partnership approach to undertaking cross-sector evaluation, research and programmatic activities
- Prepare and present comprehensive, evidence-based reports, briefings, submissions, and conference papers as required

Important relationships

The Senior Evaluation Officer works closely with colleagues in the Research and Evaluation Branch, internal and external Program or Project Directors and third-party evaluation providers as required.

The role also works across the Foundation to ensure programs, activities and communications are appropriately informed by evidence.

Success factors

- Quality evaluations that deliver rigorous, scholarly, outcome focused, timely, useful and appropriate findings and recommendations grounded in the best available evidence
- Evaluations are undertaken by the best available providers, appropriately scoped and funded according to proper business and procurement processes
- Foundation evaluations, procurement of evaluations, the dissemination of findings and knowledge translation are grounded in robust and appropriate evidence
- Evaluation is included in the planning for Foundation programs and projects using appropriate and fit-for-purpose approaches and we continue to learn and develop as a result of findings and recommendations
- Evaluation developed and undertaken for projects and programs with rigour and professionalism
- Effectively contribute to Foundation business planning, monitoring and performance planning.

Key selection criteria

Knowledge and skills

Technical or specialist knowledge:

- extensive experience in leading evaluation and research projects in the social policy field and applying the findings to program delivery
- Proven understanding of research and evaluation methodologies.
- Proven understanding of project management methodologies.

Procurement: understands principles, practices and standards associated with purchasing goods and services, and the creation and management of any formal agreements associated with these purchases.

Project management: understands principles, practices and standards associated with designing, implementing, monitoring and evaluating a piece of work to deliver a specific outcome at a specific time, often as part of a larger program or endeavour.

Analysis Skills: is able to break down complex topics or situations into smaller parts to gain a better understanding and useful insights.

Conceptual thinking: is able to think about intangible and abstract concepts.

Priority and time management: is able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use.

Problem solving: A person who has this capability is able to identify and implement solutions to address difficult situations.

Research skills: is able to gather information and insights from a variety sources to produce new knowledge on a specific topic or issue.

Stakeholder management: is able to keep interested parties informed about, and engaged with, a particular endeavour, while managing their expectations about outcomes.

Work monitoring and evaluation: is able to track the progress and impacts of work in line with agreed plans, outcomes and opportunities for efficiencies.

Personal qualities

Accountability: works to clear objectives in a transparent manner; accepts responsibility for decisions and actions; seeks to achieve best use

and mindset

of resources; submits to appropriate scrutiny.

Collaborative: approaches activities, decisions and outcomes from the perspective of working with others.

Detail focus: pays close attention to the smallest elements of an activity or product to achieve accuracy and consistency. Pays attention to detail.

Results orientation: uses the ultimate purpose of any given endeavour to provide the basis for decision-making and motivation. Is outcome focused.

Qualifications

A tertiary qualification within social sciences, public health or other relevant discipline is required, research and evaluation focus is desired.

Important information

The Foundation is a statutory body that is funded by the Victorian Government and governed by an independent board. The board is responsible for providing strategic direction and ensuring the Foundation achieves its objectives and carries out its functions. Administratively, the Foundation sits within the Justice and Regulation portfolio. The board is accountable to the Minister for Consumer Affairs, Gaming and Liquor Regulation.

The Foundation is committed to the health, wellbeing and development of all employees, and willing to consider flexible work arrangements to accommodate individual preferences while meeting business requirements. More detail on our offering to employees is available on the Careers page of our website (responsiblegambling.vic.gov.au/about-us/careers/).

The Foundation embraces the public sector employment principles established under Part 2 of the *Public Administration Act 2004*. The principles aim to ensure that employment decisions are based on merit, employees are treated fairly and reasonably, equal employment opportunity is provided, and human rights, as set out in the *Charter of Human Rights and Responsibilities Act 2006*, are upheld. Aboriginal and Torres Strait Islander people are encouraged to apply for Foundation jobs.

This position description is indicative of the initial expectations of the role and subject to changes to the Foundation's goals and priorities, or team focus.

Connect with us

LinkedIn	@Victorian-Responsible-Gambling-Foundation
Twitter	@vicrgf
Facebook	@responsiblegambling
Instagram	@vrgf
Youtube	ResponsibleGambling