

UTS Position Description

UTS:HUMAN RESOURCES

Position Title	Social Impact Research and Evaluation Specialist
Unit/Division or Centre	UTS Centre for Social Justice and Inclusion
Position Number	25239
HEW Level	HEW 8
Date	August 2021
ANZSCO Code (HR Use Only)	

POSITION PURPOSE

Social Justice is core business for The University of Technology Sydney (UTS). A public-purpose institution, UTS is boldly committed to contributing to positive social change. We are the first university in Australia to create a whole-system response to our social impact purpose through the UTS Social Impact Framework. The framework brings connection to diverse efforts from across the university in a clearly articulated roadmap of outcomes and operational priorities.

The Centre for Social Justice and Inclusion (CSJI) is the coordinating vehicle for the implementation of the Social Impact Framework across the university, and for driving the university's social justice agenda more broadly. It is also responsible for leading and evaluating a number of whole of university equity and diversity strategies, including the Athena Swan pilot, the University's Widening Participation Strategy, and the UTS Access and Inclusion Plan.

The work of CSJI is centred around supporting UTS to be increasingly just, equitable and socially impactful. The Centre acts as a gateway for the University to respond to community need, building connections for community groups, not-for-profits and government agencies to access the University's resources and collaborate on social justice initiatives. Internally, the Centre works to ensure UTS has increased knowledge and capacity to be inclusive, equitable and a socially impactful and engaged university.

The Social Impact Research and Evaluation Specialist contributes to the enhancement of social impact at UTS through supporting the ongoing strategic rollout, development, and evaluation of the UTS Social Impact Framework. The incumbent is also responsible for the management of related research and evaluation initiatives and developing, delivering and/or overseeing capability building programs across teaching, research, and administration/operations.

ENVIRONMENT AND DIMENSIONS

UTS is one of the largest universities in New South Wales with a very diverse student and staff community. In 2019 UTS had over 46,000 students, including a large number of international students from over 70 countries. UTS employs around 4,000 staff, a third of whom come from a non-English speaking background.

Social justice is front and centre in UTS's vision and purpose; and a core component of its Strategic Plan, priorities and KPIs. This focus has led to the creation of a rich array of successful social justice, equity and diversity programs across the university.

The University has developed a ‘Social Impact Framework’ to map UTS’s current social justice profile, and to identify and inform social justice priorities as part of the UTS2027 strategy.

The ultimate goal of the Framework is to ensure that as the university continues to grow its reputation as a world leading university of technology, the historic focus on social justice is not lost.

CSJI Staff:	30.8 FTE staff members Consultants and contract staff for special projects HEPPP funded casual staff, incl. Student Equity Ambassadors
CSJI Operating budget:	\$4.3 million
Widening Participation Budget (HEPPP):	\$3.3 million p.a. approx

RELATIONSHIPS

Supervision

This position reports to the Executive Manager, Social Impact – Centre for Social Justice. The role also works closely with The Centre for Social Justice and Inclusion management team. The incumbent may also be responsible for the supervision of interns and volunteers on a project-by-project basis.

Collaboration and Communication

Internal

The incumbent collaborates and communicates with:

- The Centre for Social Justice and Inclusion’s leadership group
- Relevant project owners, academics and practitioners from across UTS faculties, research centres, and operational/administrative units

External

- National and International higher education institutions
- Relevant reporting bodies
- Community organisations and advocacy groups
- Governmental agencies
- Social impact and evaluation practitioners
- Corporate partners

MAJOR RESPONSIBILITIES

<i>Major Functions</i>	<i>Expected Outcome</i>	<i>% of time spent</i>
<p>With the support of the Executive Manager, Social Impact develop and review the strategic direction of the Social Impact Framework and lead the development of related process systems (10%)</p> <ul style="list-style-type: none"> • With the support of Executive Manager, Social Impact, lead the strategic direction and the ongoing development of the Social Impact Framework, involving key stakeholders and ensuring a coordinated approach. • With the support of Executive Manager, Social Impact, utilise the Social Impact Framework as the foundational support for scaling the University's contribution to social impact and the Sustainable Development Goals. • Responding to the needs that emerge from the Social Impact Framework reporting, set the strategic direction for evaluation initiatives and capacity building programs. • Provide strategic support and technical expertise to the Executive Manager, Social Impact and the Centre for Social Justice and Inclusion leadership team. • Identify and pursue points of connection with relevant international frameworks. 	<p><i>- All Faculties are utilising the Social Impact Framework to support tracking and demonstrating their impact</i></p> <p><i>- Strategic institutional strengths and gaps are identified on an annual basis using the SIF and these are used to inform program design</i></p> <p><i>- The CSJI leadership team are supported as needed</i></p> <p><i>- UTS is increasingly present on an international platform in relation to SIF and social impact reporting</i></p>	10%
<p>Develop and implement evaluation systems and processes (25%)</p> <ul style="list-style-type: none"> • Contribute to the ongoing development, implementation and review of the evaluation of the Social Impact Framework and related Strategies with key UTS stakeholders, ensuring a coordinated approach. • In response to evaluation gaps, design and conduct mixed-methods evaluation. 	<p><i>- The Social Impact Framework is maintained as a living document and enhanced through regular community consultation initiatives.</i></p> <p><i>- The Partnership Evaluation Tool is piloted in collaboration with key stakeholders and supported through to full implementation</i></p>	25%

<ul style="list-style-type: none"> • Manage the collection and management of various types of data, with consideration to ethics and privacy. • Perform advanced statistical analyses, and recommend methods for analysing and presenting data. • Provide technical assistance to program stakeholders in understanding their data and measuring the impact of their programs and initiatives. • Assist with designing survey instruments, assuring reliability and validity. 	<ul style="list-style-type: none"> - <i>Evaluation gaps in SIF are reduced through the development of bespoke evaluation approaches</i> - <i>Institutional understanding of our social impact is enhanced through ongoing evaluation of SIF</i> - <i>Program owners have increased capacity to evaluate</i> 	
<p>Reporting and communication</p> <ul style="list-style-type: none"> • Manage the design and delivery of in-depth evaluation reports and publications, in both print and online formats, for key Strategies and Frameworks. This includes the Social Impact Progress Report (reporting progress against SIF), Partnership Evaluation and Carnegie Community Engagement Classification. • Disseminate evaluation and research findings through relevant channels to internal and external stakeholders. This may include written reports, visual presentations of findings, in print or via online dashboards, and published peer reviewed articles. 	<ul style="list-style-type: none"> - <i>The Vice Chancellor's Social Justice and Inclusion Committee (VCSJIC) and key decision makers have access to relevant information and increased capacity to make informed decisions</i> - <i>UTS is transparent and accountable, sharing its social impact progress in relevant ways</i> - <i>Engagement with international frameworks and classifications, such as the Carnegie Community Engagement Classification, enable UTS to celebrate its strengths and address growth opportunities</i> 	25%
<p>Operationalise UTS's Social Impact Framework, ensuring the effective delivery of societal impact research and evaluation initiatives and capability building programs</p> <ul style="list-style-type: none"> • Manage the resourcing and reporting for the evaluation program. • Design, continuously develop and implement social impact research and evaluation initiatives aligned with the SIF. This includes: <ul style="list-style-type: none"> ○ Social Impact Practice and Research Grants ○ Evaluation Capacity Building Program • Develop, foster and manage high-quality collaborative and strategic 	<ul style="list-style-type: none"> - <i>The CSJI research and evaluation programs are strategic, responds to institutional needs and effective in their operation</i> - <i>Key initiatives such as the grants and capacity building programs improve evaluation practice amongst internal and external stakeholders</i> - <i>Evaluation workshops build knowledge and capability</i> 	30%

<p>internal partnerships with key stakeholders including PQU, RO, Student Services Unit, Jumbunna, IPPG.</p> <ul style="list-style-type: none"> Develop, foster and manage high-quality collaborative and strategic external partnerships with key reporting bodies, government departments and other higher education institutions. 		
<p>Provide leadership in the development of effective teams</p> <ul style="list-style-type: none"> Engage effectively with relevant teams through demonstrating courage, learning and reflexivity; leading bravely and adaptive planning that allows for emergence. Maintain a portfolio reputation of taking a systemic approach, being responsive, having appropriate expertise, being approachable, positive and a productive collaborator. Create, collect and maintain records that document into the official recordkeeping system and in accordance with university policies and procedures. Identifies, implements and educates the team in new tools, systems and approaches to improving their own evaluation and research practice Other administration as required. 	<ul style="list-style-type: none"> <i>The Social Impact Team operates at its best</i> <i>Programs are delivered professionally, on time, in budget and in line with UTS policy and procedures</i> <i>Increased levels of trust and wellbeing amongst the team and in relation to our partners</i> 	<p>10%</p>

POSITION CHALLENGES

The incumbent works within an environment of considerable challenge that is multi-faceted, dynamic and diverse, and will be required to:

- Manage complex relationships with competing demands;
- Maintain knowledge of CSJI and its programs, but also have a good understanding of the university as a whole and its wide range of social impact practices;
- Maintain a high level of knowledge and practical expertise in research methods and evaluation;
- Manage projects to required timelines in a high volume and highly diverse environment;
- Respond to the needs of diverse internal stakeholders and balance multiple competing demands; and
- Respond to resource and time limitations.

AUTHORITY

The Social Impact Research and Evaluation Specialist works under the broad direction of the Executive Manager, Social Impact (CSJI) and operates with a high degree of autonomy. The role Social Impact Research and Evaluation Specialist — August 2021

supports the delivery and success of multiple concurrent initiatives involving diverse stakeholders. Use of independent judgement, initiative and problem-solving skills in often-ambiguous environments and an ability to prioritise tasks is expected.

CSJI has a strong team-based operating styles and the incumbent will be expected to work collaboratively with peers and colleagues on broad-based projects, as required.

LEADERSHIP CAPABILITIES FOR THE ROLE

Pipeline				
Category	Self Awareness	Relating to Others	Thinking Style	Performance
Capabilities	Deals with ambiguity	Engages others	Acts strategically	Achieves results
	Exhibites learning agility	Communicates with impact	Adopts digital mindset	Promotes social justice

HEALTH AND SAFETY

All staff must:

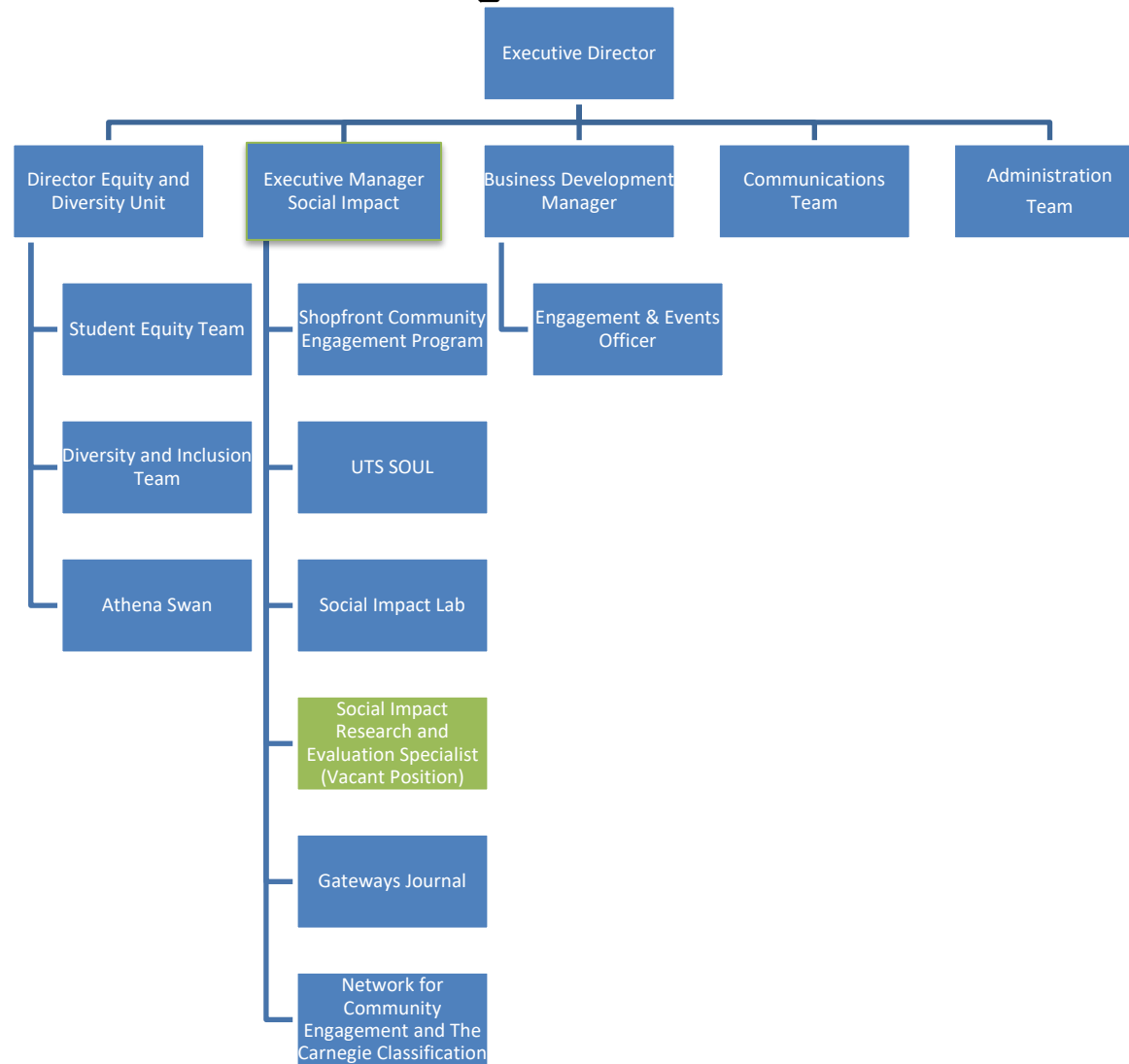
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others; and
- Follow specific health and safety procedures as directed.
- Thoroughly understands the UTS Health & Safety Management System, and how to implement the UTS Health and Safety Policy and related risk management programs that apply to the area of responsibility.
- Understand the major hazards, risks profile, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents.
- Ensure that staff receive the necessary induction, training and instruction about work health and safety.
- Assist the Dean/Director in developing, implementing and monitoring the local area Health and Safety Plan.
- Fulfil any assigned responsibilities under the UTS and local area Health and Safety Plan, including communication and consultation with stakeholders regarding work health and safety risks in their area of responsibility.
- Demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work health and safety matters.

RECORDS MANAGEMENT

Managers

Staff members at a management level are responsible for overseeing the Records Management Program for their faculty or area.

ORGANISATION CHART



KEY SELECTION CRITERIA

UTS:HUMAN RESOURCES

Position Title	Social Impact Research and Evaluation Specialist
Unit/Division or Centre	Centre for Social Justice and Inclusion

Skills and Attributes

- Excellent interpersonal skills and demonstrated confidence and ability to negotiate and manage relationships across diverse stakeholders
- Ability to design and conduct quality research, including skills to:
 - design and implement qualitative or quantitative research and the ability to make judgements about which are appropriate for different research contexts and questions.
 - search and collate literature using databases, search engines and libraries.
 - conduct sound policy and data analysis and synthesis of the research findings.
 - work with a range of qualitative research methods, techniques and tools (e.g interviews, focus groups, media analysis, surveys), and the ability to determine which are appropriate for different research contexts and research questions.
 - design and use spreadsheets for quantitative analysis and presentation of data.
- Demonstrated knowledge and proficiency with computer-based information management systems, databases and research tools.
- Outstanding verbal and written communication skills, including the ability to:
 - write quality project reports, policy advice, academic journal and conference papers, articles for technical journals and conferences, and popular articles
 - develop and facilitate workshops for varied audiences
 - develop and deliver oral presentations to explain research outcomes at internal and external workshops, seminars, conferences and meetings that are appropriate for the audience
 - prepare applications, tenders and quotations for funding
- Ability to design and deliver evaluation capacity building learning opportunities in both face to face and online formats.
- High level of organisational skills, with the ability to operate as part of, and lead and manage teams.
- Demonstrate a systemic approach to dealing with complexity;
- Demonstrate sophisticated management, negotiation, and communication skills

Knowledge

- Extensive knowledge of research and evaluation methods, strategies and theoretical frameworks
- Knowledge of organisational management and project management theory and practice

- Knowledge of the social impact field and the sustainable development goals
- Strong commitment to and knowledge of social justice values and practices, with an understanding of equity issues as they relate to the higher education sector.
- Demonstrate high-level evaluation and research knowledge and experience.

Qualifications

- A postgraduate degree (preferably a PhD) in a related discipline or equivalent research or work experience.

Experience

- Experience in the development and execution of strategies for complex large-scale organisations
- Extensive experience executing evaluation strategies across complex organisations;
- Experience in developing, implementing and reviewing monitoring and evaluation mechanisms in a social research environment, drawing on mixed methodologies that gather both quantitative and qualitative data
- Sound knowledge of data collection, management, analysis and an ability to apply methods appropriately (quantitative and qualitative).
- Proficient in statistical analysis and synthesis of evaluation data.
- Proficient in quantitative and qualitative data collection tools, statistical software packages and relational databases including Qualtrics, Q & SPSS, Microsoft Power BI and NVIVO.
- Experience collaborating with a range of community, public sector and private stakeholders
- High-level report writing, including researching and analysing information and data for final project reports, committee reports, annual reports, project reviews and publications.
- Building and maintaining effective communication with internal and external stakeholders.
- Developing and maintaining effective administrative systems.
- Conducting stakeholder engagement, including workshop design and facilitation processes.
- Capacity and interest in HDR supervision and assisting students achieve a timely completion.