

## Monitoring and Evaluation Officer (NSW AJP)

<b>Contract type</b>	Full time, fixed term (up to 4 years)
<b>Salary range</b>	\$84,098 to \$98,428 <i>plus superannuation</i>
<b>Location</b>	Redfern/Flexible
<b>Submit applications to</b>	Rebekah Woodward, Recruitment Manager (New Programs) <a href="mailto:rebekah.woodward@alsnswact.org.au">rebekah.woodward@alsnswact.org.au</a>
<b>Applications close</b>	COB <b>Monday 26 June 2023</b>
<b>Recruitment notes</b>	<p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.</i></p> <p>The position offered to the Employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check.</p> <p>The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.</p>
<b>Employee benefits</b> <b>Salary packaging</b>	<p>At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of salary packaging a portion of an employee's salary.</p> <p>Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary.</p> <p>Salary packaging benefit is dependent on the employee's personal circumstances, the ALS cannot provide financial advice.</p>
<b>Application sections and checklist</b>	<p>Please make sure you have completed all the requirements of the application.</p> <ol style="list-style-type: none"> <li>1. Completed ALS Application Form (<i>page 2</i>)</li> <li>2. Cover Letter stating how you meet the selection criteria (<i>page 5</i>)</li> <li>3. Your up-to-date Resume</li> <li>4. A copy of your current driver's license</li> <li>5. A copy of your Working with Children's or Vulnerable Persons Check</li> <li>6. A copy of your Covid-19 Vaccination Certificate(s)</li> </ol> <p>Incomplete applications will not be accepted.</p>
<b>Position Description</b>	The Position Description can be found at the end of this document.

## ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

<b>First name</b>			
<b>Last name</b>			
<b>Preferred name</b>			
<b>Phone number</b>			
<b>Email address</b>			
<b>Residential address</b> (optional)			
<b>Do you identify as Aboriginal or Torres Strait Islander?</b>	<b>Yes</b> <b>Aboriginal</b> <b>Torres Strait Islander</b> <b>Aboriginal &amp; Torres Strait Islander</b>	<b>No</b> <input type="checkbox"/>	
<b>Have you attached a copy of your current drivers' licence?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		
<i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check, National Police Check and a Criminal Police Check.</i>			
<b>Do you consent to undertaking a Police Check?</b> <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		
<b>Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT)</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		
	<i>If held: WWCE</i>	<i>Expiry date:</i>	
<b>How did you hear about this position?</b> <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i>			

## POSITION DESCRIPTION

### MONITORING AND EVALUATION OFFICER (NSW AJP), SHARED SERVICES

#### FIXED TERM – UP TO FOUR YEAR CONTRACT

#### PRIMARY OBJECTIVE

The purpose of this role is to design and implement monitoring and evaluation (M&E) frameworks and activities for Closing the Gap justice initiatives at the Aboriginal Legal Services (NSW/ACT) Limited.

These initiatives are the NSW Aboriginal Justice Partnership (NSW AJP), Throughcare Strategy, Therapeutic Pathways for Children, the Aboriginal Child and Family Advocacy Service and the Bail Advocacy Program.

#### REPORTING RELATIONSHIPS

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO). This role reports directly to the Implementation Manager or their delegate.

#### ORGANISATIONAL ENVIRONMENT

The ALS is an Aboriginal owned and an Aboriginal community-controlled organisation (ACCO) which is incorporated, limited by guarantee and a registered charity.

The ALS provides culturally appropriate information and referral, legal advice and representation to Aboriginal and Torres Strait Islander people including children in NSW and the ACT. It is committed to achieving justice for Aboriginal and Torres Strait Islander people and their communities. The ALS does this by ensuring it remains committed to being community focused, being fearless in its advocacy, accountable, and ethical and aiming to make a difference to create better futures, while also acknowledging and respecting Aboriginal values and cultural practices.

#### KEY COMMUNICATIONS

This position requires the ability to work collaboratively with ALS team members and demonstrate effective written and verbal communications skills.

**Internal:** The position holder will closely liaise with new program managers, principal solicitors and the data team, as well as staff across the ALS.

**External:** The position holder will closely liaise with evaluation consultants, the Department of Communities and Justice (including Transforming Aboriginal Outcomes unit, Ngaramanala and the NSW Family and Community Insights Analysis and Research (FACSIAR)), the NSW Bureau of Crime Statistics and Research (BOCSAR), the NSW Coalition of Aboriginal Peak Organisations and their members, and a variety of other stakeholders.

## KEY AREAS OF RESPONSIBILITY

- Develop an evidence-based Theory of Change for the Closing the Gap justice initiatives to form the foundation of M&E and program work
- Ensure M&E work for the Closing the Gap initiatives is aligned with the ALS' organisational vision and strategic plan
- Coordinate and collaborate with independent consultants to design M&E frameworks for the implementation of Closing the Gap justice initiatives that support their strategies, targets and objectives including key components of the NSW AJP such as the Cultural Capability Framework and Sector Strengthening Plan
- Monitor the implementation of the Closing the Gap justice initiatives
- Develop and implement M&E activities in order to collect and analyse data
- Collate and analyse data, developing and maintaining key metric dashboards to continuously improve the initiatives and demonstrate the impact of our work
- Collaborate and liaise with the ALS data team to contribute to M&E work
- Conduct reviews of M&E tools and practices to update and refine the M&E frameworks as the initiatives progress and to support high quality service delivery and improvement
- Utilise learnings from the Closing the Gap M&E work to influence M&E across the organisation
- Advise the ALS executive and other program managers on initiatives to improve M&E capability of the organisation
- Support the M&E capacity of staff across the organisation including through training and mentoring, to ensure the implementation of strong M&E systems
- Produce high-quality reports on M&E findings that support the initiatives' priorities and further evidence-based decision making
- Facilitate engagement of independent consultants to evaluate Justice Targets AJPC, including contract management
- Understand clearly the National Legal Assistance Data Standards Manual, the data requirements of the Closing the Gap funding contracts, and any other relevant data requirements within the ALS, ensuring a high standard of data collection and management practice
- Build a strong understanding of the ALS' data and reporting systems
- Perform other reasonable duties as directed
- Adhere to ALS's Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) policies, work practices and rules
- Demonstrate a commitment to and behaviours that align to ALS Values and ALS Code of Conduct

## KEY SKILLS AND COMPETENCIES

### *Essential*

- Excellent knowledge and application of M&E methodologies (e.g., qualitative, quantitative, mixed-method and impact)
- Sound knowledge of M&E planning, implementation, techniques and practices
- Experience designing and leading evaluations using a range of methodologies
- Experience in strategic planning and performance measurement, including indicator selection, target selection
- Experience in designing tools and strategies for data collection and analysis with a focus on capturing outcomes and impacts, and production of subsequent reports
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects
- Experience in using data, analysis and visualisation software tools
- Previous experience supporting M&E activities, including designing and using data collection methods
- A strongly collaborative approach to work practices
- An impact and outcome focus, curiosity and flexibility
- Excellent communication skills and the ability to successfully build and manage key relationships
- Knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices when considering service delivery and other support for clients, their families, communities and employees

### *Desirable*

- Degree in statistics, public policy, social sciences, business, economics or related field
- Identify as Aboriginal and/or Torres Strait Islander
- Previous experience working in an Aboriginal and/or Torres Strait Islander community-based organisation
- Previous experience working in a legal practice or social assistance sector