



SENIOR ADVISOR, MONITORING, EVALUATION AND LEARNING

Position description

Classification and salary range	VPS 5 (salary as per the Victorian Public Service Enterprise Agreement 2024 - Schedule C - VPS Salaries and Classification and Value Range Descriptors)
Position Number	703631
Work location	Hybrid – Melbourne CBD (at least 2 days per week)
Employment type	[Full time/Part time/Flexible], Fixed Term – 2 years
Position reports to	Manager, Monitoring, Evaluation and Learning, Respect Victoria
Closing date	7 April 2026

Position purpose

The Senior Advisor, Monitoring, Evaluation and Learning (MEL) will lead priority monitoring, evaluation, and learning initiatives and support the development of strategic monitoring and evaluation structures and systems, governance and partnership activity for Respect Victoria, to enable world-leading evidence base for effective primary prevention of family violence and violence against women.

The Senior Advisor, Monitoring, Evaluation and Learning (MEL) will build and strengthen MEL structures and systems through collaboration with stakeholders and reference to leading practice and evidence. You will champion cultures of evidence gathering, reporting, and reflection, lead evaluation for learning purposes, and create strategic links with other MEL projects.

Working as a key member of the MEL team, and reporting to the Manager MEL, you will support Respect Victoria to grow as a learning organisation, and support its demonstration of impact to build trust and create strategic collaboration with sector and government stakeholders. You will also contribute to the evidence of what works both for the organisation and for prevention more widely.

Are you:

- Excited by the opportunity to collaborate with internal and external stakeholders to build and grow Monitoring, Evaluation and Learning (MEL) systems that support evidence gathering?
- Invested in data generation and knowledge building to demonstrate impact and lead a learning culture in primary prevention?
- Keen to advance the evidence base for ending violence against women and family violence, particularly for community saturation models?

Respect Victoria

Respect Victoria was established as a Statutory Authority under the *Prevention of Family Violence Act 2018* on 4 October 2018. We have a broad focus on the primary prevention of family violence and violence against women in Victoria, and work collaboratively with stakeholders to provide statewide leadership to create social, institutional, organisational and community change.

Our work aims to:

- Ensure high quality, sustained and impactful prevention activities across all the settings where people live, work, learn, socialise and play
- Inform and sustain a community-wide conversation about family violence and violence against women and the role of individuals, organisations and institutions in preventing these forms of violence
- Ensure government has evidence-informed guidance to support sound decision making about policy, strategy and funding
- Facilitate critical prevention infrastructure to support coordination of effort and impact and enable cohesive growth and sustainability across the field of primary prevention
- Gather data, research and evidence to maintain a public spotlight on the issue and monitor trends, outcomes and impacts over time.

Our values

1. **Courage** We are bold, brave and fearless
2. **Integrity** We are rigorous, evidence-informed and accountable
3. **Leadership** We are aspirational, strategic, collaborative and dedicated

People who work for Respect Victoria must comply with the Code of Conduct for Victorian Public Sector Employees and work according to the Victorian Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

Key Accountabilities

- Develop, co-ordinate and implement monitoring, evaluation, and learning systems for capturing internal and state-wide data.
- Establish and maintain effective working relationships with stakeholders to facilitate a partnership approach to relevant system building and evaluation efforts and the translation and communication of evidence-based evaluation and data.
- Develop and coordinate data collection and collation and monitor and report on high priority issues, risks and trends.
- Work across Respect Victoria to support the use and translation of evaluation and data.
- Support cross organisational projects through the provision of MEL advice and capability building of staff and project participants, and other MEL work.

Key Selection Criteria

- **Values:** Alignment with the values of Respect Victoria and the Victorian Public Sector.
- **Role and organisational alignment:** Relevant work experience and/or education in evaluation, health promotion, public health, gender equality, or other relevant field; understanding and working knowledge of key prevention frameworks, for example Change the Story.
- **Project delivery:** Translates strategies into programs or projects that enable achievement of outcomes; Defines governance e.g. success measures, roles and responsibilities, progress monitoring required to manage risks and maximise probability of success.
- **Partnering and co-creation:** Builds and maintains partnerships to achieve objectives; Coaches others on the co-creation process and builds team commitment to co-creation by demonstrating

personal commitment; Builds trust in partnerships through timely and quality delivery of outcomes; Facilitates discussion and navigates differences of opinion to reach decisions.

- **Critical thinking and problem solving:** Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.

Relationships

This role:

- **Reports to:** Manager, Monitoring, Evaluation and Learning
- **Team / Directorate:** Monitoring, Evaluation and Learning/Strategy, Policy, and Impact Directorate
- **Critical internal relationships:** across Respect Victoria
- **Critical external relationships:** Relevant organisational stakeholders from the prevention and monitoring, evaluation and learning sectors.

Important information

- The salary range for this position is set out in Schedule C of the [Victorian Public Service Enterprise Agreement 2024](#).
- Salary on commencement is paid at the base of the salary range for the relevant grade. The Chief Executive Officer must approve any above base requests. These will be by exception only or where required to match the current salary of a Victorian Public Service employee transferring at-level.
- Individuals who have received a Voluntary Departure Package (**VDP**) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of three calendar years from the date of separation.
- Individuals who have received an Early Retirement Package (**ERP**) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 12 months from the date of separation.
- Individuals who have received an Application Separation Package (**ASP**) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 18 months from the date of separation.
- The agency provides and maintains a safe working environment that does not risk the health of its employees.

Pre-employment checks

- Employment is subject to a satisfactory National Police History. Some roles may require a Working with Children Check.
- Applicants who have lived overseas for 12 months or longer during the past ten years are required to provide the results of an international police check.
- Attestation of conflict of interest and probity checks are required.
- Preferred applicants may be asked to provide evidence of their qualifications and sufficient proof of identity.
- This position is only open to applicants with relevant rights to work in Australia.

Benefits

Employees of Respect Victoria can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries; flexible working and leave arrangements; training and

development opportunities; and benefits associated with Respect Victoria's memberships of the following organisations:

- [IPAA Victoria](#)
- [Diversity Council of Australia](#)
- [Australian Disability Network](#)
- [Pride in Diversity](#)
- [Australian Human Resources Institute](#).

Diversity and inclusion

Respect Victoria recognises strength in diversity and values an inclusive workplace and is committed to providing flexible and accessible working arrangements for all. We value an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

If you are interested in this role, but unsure how your experiences might fit, please contact us for a discussion.

To apply

Apply before the advertised closing date via the link in the advertisement.

All applications should include:

- a resume
- a cover letter which addresses the key selection criteria (within two pages).

If you would like to discuss this role in more detail, please contact the Manager, Monitoring, Evaluation and Learning, Respect Victoria at hr@respectvictoria.vic.gov.au.

To receive this publication in an accessible format phone 03 9500 5277 using the National Relay Service 13 36 77 if required, or email hr@respectvictoria.vic.gov.au.
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