

Position Description

Position title:	Deputy Director- Evaluation
Date established:	December 2023
Reports to:	Director- Evaluate and Evidence Support
Direct reports:	TBC
Employment status:	Maximum-term contract (Until July 2026), full time (1.0 FTE)

Background

The Sax Institute is a leading Australian expert body in helping decision makers find and make best use of research to solve real-world health and social problems. The Sax Institute facilitates the uptake of robust evidence into policies and services through a range of programs that support all stages of the research-to-policy continuum. We help generate reliable new evidence; provide authoritative summaries of existing evidence on specific topics; help researchers analyse data securely; help policy makers evaluate programs and policies; and run training courses for researchers and policy makers. We connect individuals and organisations with research, we build research platforms that generate new knowledge for use in decision making, and we lead thinking and knowledge around how to ensure more research has a real-world impact. We are a transformative organisation established to develop innovative ways of better connecting knowledge from research with those who can use it.

Program Area

The Evaluate and Evidence Support team supports decision makers understand their evidence needs and connects them with the internal and external expertise, services and capabilities that will help them demonstrate, understand, and communicate their impact.

The team has two main functions – Evaluation and Evidence Support (Sax Consult). The Evaluation function supports decision makers to understand and communicate their impact by using rigorous and innovative evaluation techniques and approaches to produce evidence and actionable insights. The Evidence Support function is newly established and will provide a concierge-type service that supports decision makers to understand their impact and connect them to the expertise, services, and capabilities they require, to help them achieve real-world impact.

Purpose of position

Reporting to the Director – Evaluation and Evidence Support, the Deputy Director – Evaluation, will be responsible for the day-to-day operations of the Sax's evaluation services. A key leadership role within the Evaluation and Evidence Support program, the Deputy Director - Evaluation will work closely with decision makers who have new or established policies, programs or strategies to plan for evaluation, and to establish the enablers of good quality evaluation (i.e. data collection, monitoring systems, and supporting partners capacity to conduct evaluation); conduct implementation, outcome or economic evaluations; and translate evidence generated by evaluation activities into actionable insights.

Key accountabilities

Key accountabilities	Performance expectations
Lead the delivery of Evaluation Services for a diverse range of clients	<ul style="list-style-type: none"> • Lead the delivery of a broad range of high-quality evaluations, on time and within budget. • Ensure high-quality service delivery and client satisfaction. • Establish and maintain systems and processes for managing the multiple evaluations. • Monitor and evaluate the performance of established and newly developed services to maintain excellence.
Lead a team of Evaluation fellows	<ul style="list-style-type: none"> • Supervise and support the Evaluation delivery team, and the coordination of inputs, including from other Sax Institute program areas and services. • Liaise with senior staff as required, including but not limited to Senior Advisors for the Sax Institute, Program Directors, and the Executive. • Manage contracted personnel (if required).
Work collaboratively with the Deputy Director – Evidence Support to deliver projects	<ul style="list-style-type: none"> • Collaborate closely with the Deputy Director – Evidence Support to ensure seamless execution of projects within the Evaluation and Evidence Support Portfolio
Monitor quality assurance	<ul style="list-style-type: none"> • Monitor and evaluate service performance, to maintain excellence and client satisfaction, and identify areas for quality improvement.
Contribute to strategy and work plans	<ul style="list-style-type: none"> • Contribute to strategic planning for the Evaluation and Evidence Support portfolio, and foster alignment with broader Institute strategic plan and other relevant Sax Institute forums and work groups. • Work with the Director to develop the Sax Consult workplan, including resource allocation for service agreements
Contribute to business development	<ul style="list-style-type: none"> • Assist opportunity scanning for the Evaluation and Evidence Support portfolio, including options to embed offerings into a broader pipeline of Institute services and business development initiatives. • Lead development of research protocols, grant applications, project proposals and government tenders.
Support the promotion of services.	<ul style="list-style-type: none"> • Contribute to building the profile of the Evaluation and Evidence Support portfolio among current and potential stakeholders. • Support the Director to foster knowledge sharing and Institute cross-functional collaboration.
Publish and present in relevant outlets	<ul style="list-style-type: none"> • Represent the Sax Institute at relevant external meetings. • Support dissemination of results, reports, and peer-review publication.
Other duties by negotiation	<ul style="list-style-type: none"> • Act as the delegate as required for the Director. • Other duties by negotiation, including potential opportunities connected with partners for Sax Consult

Qualifications, Skills, Experience and Personal qualities

Essential

To be successful the Deputy Director – Evaluation should demonstrate the following technical and behavioural competencies:

- A PhD in public health the behavioural or social sciences or other relevant discipline, or equivalent work experience.
- Experience in the health or social research or policy environments, with a sound understanding of the health or social services sectors.
- Demonstrated high-level experience of designing and managing complex evaluations and communicating complex information to diverse stakeholders.
- Excellent quantitative and qualitative analytical skills, and a deep understanding of study designs and methods suitable for health or social services research and evaluation.
- Excellent interpersonal skills, verbal and written communication skills and proven ability to work effectively with a diverse range of people including senior researchers, clinicians and senior government officials.
- Extensive project management experience, including delivering projects on time and on budget.
- Well-developed leadership skills, and substantial experience in staff management and professional development.
- An understanding of and commitment to the work of the Sax Institute.