

Position description

Position title	Evaluation Fellow
Date established	April 2023
Reports to	Director, Evaluate
Direct reports	N/A
Employment status	Maximum-term contract up to three years, full-time (part-time (0.8 FTE), negotiable)

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. 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 – Evaluate

The Evidence for Action Division leads work on embedding the use of evidence in decision making. It develops and uses tools and services to assist decision makers to use evidence in their work, and researchers to work with policy to conduct policy relevant research.

The Evaluate team works with decision makers to prepare for and to conduct evaluations of their policies and programs. Evaluate applies a high level of academic rigour together with an understanding of policy timeframes, demands and complexities. The team has a particular focus on exploring how innovative ideas can be adapted and applied.

Purpose of position

The Evaluation Fellow will play a key role in Evaluate, drawing on their high-level evaluation and research skills, the internal skills within the Sax Institute and the skills of our Members. Key responsibilities include leading and collaborating with colleagues on:

- The development of evaluation frameworks for government and non-government agencies
- Designing and managing complex program and policy evaluations
- Conducting complex quantitative and qualitative analyses
- Report writing
- Supervision and capacity development within the team
- Responding to funding opportunities
- Contributing to business development and strategic growth

The Evaluation Fellow will report to the Director, Evaluate. There are no direct reports.

Key accountabilities	Performance expectations
Conduct evaluation and research activities	<ul style="list-style-type: none"> Effectively work with other members of the Evaluate team, staff from across the Sax, and with external researchers on evaluation and research activities Develop evaluation frameworks or research protocols for complex programs and policies Implement and manage evaluation and research projects Design and implement quantitative and qualitative data collection tools and instruments Conduct advanced statistical analysis Conduct qualitative data analysis Prepare high-quality evaluation reports/research outputs Develop tools and techniques for communicating and translating evaluation and research findings to key stakeholders Other key evaluation and research activities as necessary (e.g. literature searches, development of monitoring dashboards)
Project management	<ul style="list-style-type: none"> Effectively project manage multiple research and evaluation projects Implement projects on time and to budget Ensure effective communication amongst project team members and other various stakeholders Conduct various administrative tasks as needed
Business development and strategic growth	<ul style="list-style-type: none"> Work with Sax Institute staff and other researchers to develop and submit tender responses and research grant applications Coordinate grant applications and tender responses Contribute to the development and implementation of plans to grow the business and ensure its sustainability and strategic competitiveness

Selection criteria: Qualifications, Skills, Experience and Personal qualities

Essential

To be successful, the Evaluation Fellow should demonstrate the following technical and behavioural competencies:

- A PhD in the fields of health, public health, behavioural science, social science or a related area, or equivalent work experience
- Substantial experience evaluating complex programs or policies in the health and/or social sectors
- High-level skills in one or more of the following: biostatistics; analysis of large data sets and/or routinely collected data; mixed methods design; qualitative methods; experimental or quasi-experimental designs
- Excellent verbal and written communication skills
- Demonstrated ability to work effectively with a diverse range of people including senior researchers, clinicians and senior government officials
- Demonstrated ability to manage multiple projects simultaneously and to ensure projects are delivered on time and within budget

Desirable

- Experience developing data linkage projects and analysing big data
- Experience conducting economic evaluations of health care programs, policies or interventions
- Experience or understanding of measuring environmental and social impact for the private, public or NGO sectors

Challenges

- A busy work area with multiple projects running simultaneously
- Responding to tight deadlines and juggling multiple demands
- Designing methodologies to meet objectives and budget requirements
- Negotiating deliverables with a range of stakeholders

Key stakeholders and relationships

- The Evaluate team, other Sax Institute program areas, external researchers, government and non-Government agencies, and private organisations

Key meetings/committees/working groups relevant to this role:

- Evaluate staff meetings, relevant project meetings, and others (where required)