

# Position description

<b>Position title</b>	Evaluation and Research Officer
<b>Date established</b>	January 2023
<b>Reports to</b>	Director, Evaluate
<b>Direct reports</b>	N/A
<b>Employment status</b>	Maximum-term contract up to three years, full-time (part-time (0.8 FTE), negotiable)

## Background

The Sax Institute is an independent, not-for-profit organisation that improves health and wellbeing by driving better use of evidence in policies, programs and services.

The Institute has an international reputation as an Evidence Specialist, and nearly 20 years' experience in translating research findings into policy drawing on our own expertise as well as that of our more than 50 member organisations. We work with governments, health organisations, research organisations and a network of experts nationwide to analyse policy problems and find the best evidence-based solutions.

## Division / Program Area - Evidence for Action / 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 provides independent evaluations that help public, not-for-profit, and private organisations understand the value, impact and outcome of their programs and policies.

We specialise in pragmatic, real-world evaluations, and offer organisations a unique skillset and approach that combines academic rigour with a deep understanding of the policy landscape. The team has a broad range of research and evaluation experience in both the health and human services sectors, and access to an extensive network of researchers and experts to ensure every evaluation is custom-built for your needs.

## Purpose of position

The Evaluation and Research Officer will work with the Evaluate team to provide research and evaluation support including literature searches, program logic development and support for program design, qualitative and quantitative data collection and analyses, preparation of research and evaluation related documentation and reports, evidence translation activities, project management and coordination of evaluation and research projects, coordination of funding applications, contribution to strategic plans, and other tasks as needed. S/he will work closely with the Institute's clients (government agencies, health services, not for profit organisations, private organisations) and

with researchers in relation to the development and delivery of evaluation services that support the use of research and evaluation in decision making. The Evaluation and Research Officer will contribute their own evaluation and research expertise and draw on the skills of others within the Sax Institute and the skills of our Members to prepare for and deliver rigorous evaluations (members include universities, and public health and health service research groups).

## Key accountabilities

Key accountabilities	Performance expectations
Conduct research and evaluation activities	<ul style="list-style-type: none"> <li>Effectively work with other members of the Evaluate team, staff from across the Sax, and with external researchers on evaluation and research activities</li> <li>Support the planning and design of evaluation and research projects including the coordination of planning meetings, development of program logics and evaluation plans/frameworks, identification of outcomes and measures, and identification of appropriate methods</li> <li>Support the implementation of evaluation and research projects including designing and implementing quantitative and qualitative data collection tools and instruments, data analysis and interpretation</li> <li>Support the preparation of high-quality evaluation reports/research outputs</li> <li>Support the communication and translation of evaluation and research findings to key stakeholders</li> <li>Other key evaluation and research activities as necessary (e.g. literature searches, development of monitoring dashboards)</li> </ul>
Project management	<ul style="list-style-type: none"> <li>Effectively project manage multiple research and evaluation projects</li> <li>Support Evaluate team members to implement projects on time and to budget</li> <li>Ensure effective communication amongst project team members and other various stakeholders</li> <li>Conduct various administrative tasks as needed</li> </ul>
Business development and strategic growth	<ul style="list-style-type: none"> <li>Work with Sax Institute staff and other researchers to develop and submit tender responses and research grant applications</li> <li>Coordinate grant applications and tender responses</li> <li>Contribute to the development and implementation of plans to grow the business and ensure its sustainability and strategic competitiveness</li> </ul>

## Selection criteria: Qualifications, Skills, Experience and Personal qualities

### Essential

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

- Experience in evaluation in the health and/or social sectors, including collection and analysis of qualitative and quantitative data, and drafting reports
- 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
- Demonstrated ability to display initiative, work independently, prioritise workload, and meet deadlines in a complex work environment
- Post-graduate research degree in psychology, health, social science, economics, or related discipline

## **Desirable**

- A strong understanding of quantitative research methods and analytical techniques

## **Challenges**

- A busy work area with multiple projects running simultaneously

## **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)