

Position description

Position title	Evaluation and Research Officer
Date established	January 2023
Reports to	Director, Evaluation and Evidence Support
Direct reports	N/A
Employment status	Maximum-term contract up to three years, 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. 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

The Evaluation and Research Officer will work with the Evaluation and Evidence Support 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"> Effectively work with other members of the Evaluation and Support team, staff from across the Sax, and with external researchers on evaluation and research activities 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 Support the implementation of evaluation and research projects including designing and implementing quantitative and qualitative data collection tools and instruments, data analysis and interpretation Support the preparation of high-quality evaluation reports/research outputs Support the communication and translation of 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 Support Evaluation and Support team members to 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 and Research Officer should demonstrate the following technical and behavioural competencies:

- A post-graduate degree in public health the behavioural or social sciences or other relevant discipline, or equivalent work experience.
- 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

Desirable

- A strong understanding of qualitative and quantitative research methods and analytical techniques

Challenges

- A busy work area with multiple projects running simultaneously

Key stakeholders and relationships

- The Evaluation and Evidence Support 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:

- Evaluation and Evidence Support team staff meetings, relevant project meetings, and others (where required)