

## Position Description

<b>Title</b>	Evaluation Officer
<b>Employment Type</b>	Part Time (0.8 FTE) fixed term to 31 October 2024
<b>Reports To</b>	Manager, Evidence and Strategic Advocacy
<b>Work Location</b>	Geelong
<b>Date of review</b>	October 2022

### **The Sexual Assault & Family Violence Centre (The SAFV Centre)**

Operating across the Barwon, West Melbourne and Wimmera areas of Victoria, The SAFV Centre offers a full suite of services for people impacted by sexual assault and women and children impacted by family violence. Our services include:

- 24-hour crisis care for victims of recent sexual assault and family violence, including advocacy and access to medical care and justice services;
- Intensive case management and court support for women and children who have or are experiencing family violence;
- therapeutic counselling and group programs for women and children who have experienced family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends);
- access to high security crisis accommodation for women and their children assessed as being at high risk of further harm; and
- early intervention services for children and young people under the age of 17 years who have engaged in problematic or abusive sexualised behaviours, and young people engaging in family violence behaviours.

Our organisation also delivers professional training and community awareness activities and we participate in a range of prevention initiatives to promote gender equality and negate violence supportive attitudes and cultures.

The SAFV Centre acknowledges and respects the traditional Aboriginal custodians of the land. Our organisation is informed by our feminist philosophy and we provide empowering and respectful services, welcoming diversity and inclusion in all we do. The SAFV Centre is a registered Child Safe Organisation; committed to safeguarding children and young people.

Our organisation's practice approach is shaped by contemporary research and evidence that highlights what is most effective when working with people who have been impacted by the trauma of sexual assault and family violence.

In Geelong, we are co-located in the Barwon Multi-Disciplinary Centre (MDC), with Victoria Police Sexual Offences and Child Abuse Investigation Team (SOCIT) and the Family Violence Police Unit and staff from the Department of Families, Fairness and Housing Child Protection practitioners. As a key partner, our organisation provides a highly specialised response for people who are impacted by the trauma of sexual assault and family violence within an integrated and seamless environment.

In addition, our organisation is a partner in The Orange Door that brings together or a mix of staff employed by Family Safety Victoria and staff from Community Support Organisations in the Barwon area.

## Role and Accountability

### Purpose

The Evaluation Officer is part of the Evidence and Strategic Advocacy team that aims to build The SAFV Centre's data and evidence, research and evaluation activities and use organisational data and research to advocate and influence change that is consistent with the organisation's strategic direction and vision.

This position will be responsible for designing and undertaking evaluations of programs, services and other initiatives across The SAFV Centre. This will involve contributing to the implementation of The SAFV Centre's MEL Framework, conducting qualitative and quantitative data collection and analysis, and preparing evaluation reports and presentations for a range of stakeholders.

**Accountabilities:** *role accountabilities include, but are not limited to;*

- In collaboration with the Manager Evidence and Strategic Advocacy, contribute to the implementation and embedding of The SAFV Centre's Outcomes MEL Framework and provide advice and support to teams on evaluation design, development of theories of change and evaluation frameworks.
- Work collaboratively with teams across the organisation to evaluate programs, services and initiatives and measure outcomes. This will include collecting and collating qualitative and quantitative data and analysing, interpreting, reporting and disseminating key findings and recommendations.
- Report on the progress of organisational monitoring and evaluation systems and outcomes for projects aligned with The SAFV Centre's strategic plan.
- Ensure high quality, ethical approaches, practices, and systems across research, evaluation design, data collection, maintenance of data, storage of data and data usage.
- Contribute to the development of monitoring resources and tools that build capacity and strengthen commitment to best practice.
- Identify, establish and maintain effective working relationships internally and externally and work in collaboration and consultation with key stakeholders and partners to build, enhance and deliver on key projects and initiatives.
- Collate and report key information/findings to create strong narratives related to impact and outcomes, and help to inform service planning, strategic advocacy and funding submissions.
- Collaborate with all teams to ensure that evaluation tools and processes are integrated across the organisation and that data is collected effectively and with fidelity.
- Promote evidence-based decision-making processes across a variety of programs
- Develop evaluation reports and presentations to meet the needs of different audiences
- Contribute to promoting a learning environment and sharing of evaluation lessons, knowledge and experience in collaboration with stakeholders.
- Undertake capacity building activities with teams to embed evaluation practices across all areas of their work, and help to inform the organisation's key strategic priorities.

### Organisational Responsibilities

- Participate in staff and program meetings, supervision, training and professional development.
- Ensure compliance with relevant legislation, policy, procedures and practice guidelines.
- Actively contribute to the development of a positive and high-performing team culture, including by identifying and implementing opportunities to improve team work practices.
- Participate in the continuous quality improvement of the SAFV Centre and the development of best practice.
- Ensure compliance with Occupational Health and Safety and risk management frameworks.

- Other project support and general administration duties required, from time to time.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure and the code of the professional association of which the employee may be a member.
- Undertake other duties as required.

## **Key Selection Criteria**

### **Essential requirements**

- A relevant Bachelor or higher qualification that includes research and evaluation with majors in either psychology, social work, public health, health science, criminology, community development, gender studies and/or other relevant discipline.
- 2 years demonstrated experience in a similar role undertaking research and supporting the delivery of projects using an outcomes approach.

### **Essential Skills and Knowledge**

- Demonstrated capacity to conduct program and project evaluations, including designing and applying evaluation frameworks and approaches.
- Skills in both quantitative and qualitative data collection and analysis that can be applied to evaluation and demonstrated experience in applying an ethical approach to evaluation design, data collection, data use and data storage.
- Understanding of and experience with implementing and embedding outcomes measurement, evaluation and learning frameworks at organisational and program levels, preferably in the context of organisations providing social services.
- Experience in project management of research and/or evaluation projects, including coordinating tasks, prioritising competing demands and the ability to work to agreed timelines and budget.
- Well-developed communication, teamwork and relationship management skills, including the ability to develop and maintain strong collaborative partnerships.
- Demonstrated ability to work autonomously and collaboratively, while adding value and contributing to a positive team and workplace culture.

### **Other**

- Commitment to the vision, values and purposes of The SAFV Centre.
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Current Victorian Driver's Licence.

### **Referees**

Applicants must provide the name and current contact details of three professional referees including the most recent or current supervisor.

### **Period of Appointment**

This position is fixed term until 31 October 2024.

### **Hours of Work**

- The position is part-time (0.8 FTE).
- Location of the position is at the Geelong office;
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm. between Monday to Friday;
- The days are based on the needs of the service;
- Flexibility in working hours will be required from time to time as the need arises.

**Salary and Conditions**

Industrial Instrument: The Sexual Assault & Family Violence Centre Enterprise Agreement 2018, Business Services, Administration and Support Services employee level 4. Annual salary is \$92,837.90 (plus superannuation and pro-rata for part time)

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap. The Sexual Assault & Family Violence Centre is a Public Benevolent Institution.

Superannuation: The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

Probationary Period - 6 months with a review conducted during this time.

**Employee Responsibility – Mandatory prior to commencement**

Employee’s are to provide:

- Valid Working with Children Check
- National Police Records Check – renewed every 3 years of employment at employee expense

The SAFV Centre requires all employees to be fully vaccinated against COVID-19, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions. All applicants must therefore be able to comply with this requirement.

**Other**

This position description is subject to review and may change in accordance with the needs of our organisation; including our operations, our clients and our stakeholders.

I, \_\_\_\_\_, have read and understood this position description and agree to the requirements of this role as set out by The Sexual Assault and Family Violence Centre.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_