



POSITION DESCRIPTION

Position	Senior Project Officer - Evaluation
Reports to	Senior Manager, Evaluation & Research (Design & Strategy), Research and Evidence Development Team
Direct Reports	N/A
Status	Full time
Location	340 Bell Street, Preston, Victoria

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organisation of its kind in Australia, with over 500 staff and more than 50 programs across the state that supports and advocates for the Aboriginal community.

VACCA is committed to the objective of self-determination and is guided by *Cultural Therapeutic Ways (CTW)*, the intersection of self-determination, culture and trauma informed theories. CTW is informed by our experience and expertise so that we work in a culturally safe way, and provide a supportive workplace for our staff, our families and our Community.

Our strength lies with our people – Aboriginal leadership and governance is what distinguishes us from mainstream services. This enables us to deliver positive outcomes as we work together to heal, protect and connect Aboriginal children, young people, individuals and families.

OUR VISION

VACCA's vision is for our children, young people, families and communities to be thriving – culturally strong, empowered and safe.

OUR PURPOSE

To work towards the healing of the Aboriginal community through strengthening the safety, wellbeing and cultural connectedness of vulnerable community members particularly children.

PROGRAM AREA

The Research and Evidence Development Team (the 'RED' Team) supports program design, the development and implementation of internal and external evaluations, embedding evaluative inquiry across VACCA's programs, and research projects. This is an exciting time for the Research and Evidence Development Team (RED team): it is charged with leading organisational change to better evidence the benefits of VACCA's



services, strengthen program design and delivery, support service innovation, and build a proactive approach to research and evaluation in the service of VACCA's strategic directions.

POSITION SUMMARY

This position is new, within a growing team in VACCA. The Senior Project Officer - Evaluation will be required to support the development of VACCA's evidence-informed practice by designing and implementing a range of evaluations, with a particular focus on VACCA's innovative family violence service responses. The Senior Project Officer will take a highly participatory approach to evaluation design and delivery, which will include development of program logics and theories of change, M& E plans, development of data collection tools, data collection and analysis, reporting, and supporting program reflection based on evaluation findings, and acquittal to funders. The Senior Project Officer will be required to support the RED team in other evaluation activity as required.

RELATIONSHIPS

Internal: VACCA staff and community, including RED team, Senior Project Manager - Family Violence, wider Client Services Practice & Development Directorate, regional management and staff, corporate program staff.

External: Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services, external research agencies as appropriate

SELECTION CRITERIA

The successful applicant will possess:

- A higher degree or post-graduate qualification in a relevant field, or significant experience in evaluation within the human services field
- The ability to work flexible hours when required
- A full driver's licence and current Working with Children card

The Senior Project Officer - Evaluation will demonstrate the following:

Essential selection criteria

- **Evaluation practice** – applying evaluation standards; working ethically; respecting all stakeholders; contributing to the evaluation knowledge base
- **Systematic inquiry** – knowledge of evaluation theory and approaches; knowledge of or experience in culturally competent evaluation practice; understanding of transformative approaches to evaluation; understanding of quantitative and qualitative methods, and mixed methods; knowledge of how to conduct a literature review; experience in developing data collection tools.
- **Situation analysis** – development of program descriptions, ability to assess program evaluability, stakeholder analysis; analysing organisational and political context.
- **Project management** skills – preparation of project briefs and agreements; client negotiations; task breakdown and scheduling; communication management; evaluation budget management, risk management.



- **Reflective practice** – capacity to reflect on own practice; commitment to professional development in both evaluation and content areas.
- **Interpersonal competence** – highly developed written and verbal/listening communication skills; negotiation skills; conflict resolution skills
- **Cultural competence** – commitment to VACCA's vision and purpose; awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people; understanding of evaluation practice within an Indigenous context.

Highly desirable selection criteria:

- **Contextual knowledge** - sound knowledge of the context in which VACCA operates, the child and family welfare sector in Victoria, service delivery by Aboriginal Community Controlled Organisations and Victorian Government reforms regarding self-determination and child and family services
- **Family Violence programming and evaluation experience** – specific knowledge of family violence programming within Aboriginal context, and experience in evaluating family violence programs and services.

POSITION ACCOUNTABILITIES

- Develop program logics; clarify and document program theory.
- Design evaluations, including developing data collection tools; ethical protocols and obtain ethical approvals internally or through formal human research ethics committees as appropriate, in a highly consultative and participatory manner. In relation to family violence program evaluation, consult and collaborate with the Senior Project Manager- Family Violence in design and implementation.
- Ensure evaluations are designed collaboratively with programs and that Aboriginal led decision-making is enabled.
- Adapt evaluation theory and approaches to VACCA's context, in particular support the embedding within program design and evaluation of VACCA's Cultural Therapeutic Ways.
- Consult formally and informally with Aboriginal staff to seek advice on culturally appropriate evaluation design and implementation.
- Implement evaluation activities, including supporting programs to collect data, conduct interviews, focus group discussions and other evaluation activities
- Analyse evaluation data and communicate evaluation findings in accessible language and formats.
- Manage evaluations, including ensuring that relevant stakeholders are kept informed of key developments; run evaluation working groups and report on evaluation progress; engage with external stakeholders or experts relevant to evaluations.
- Support external evaluations of VACCA programs as appropriate.
- Undertake research and analyse information to support the development of new and innovative program initiatives.
- Contribute to development of evaluation aspects of funding submissions as required.
- Represent VACCA at external meetings, liaise with and provide and seek advice from internal and external stakeholders.
- Participate in team meetings, training and other relevant forums as required
- Supervise and train Project Officers as required

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT



VACCA
Connected by culture

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Undertake other duties as directed

ADDITIONAL INFORMATION

VACCA's recruitment processes align with the Victorian Child Safe Standards. All employees are required to undergo a National Police Records Check, a Working with Children Check and comply with the Code of Conduct policy.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

HOW TO APPLY

The deadline for applications is 10 May 2021.

APPLICATIONS MUST INCLUDE:

- A cover letter outlining why you are applying for this position
- Written responses to the selection criteria outlined above
- A resume with your skills, experience and qualifications

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Applications must be submitted on the VACCA website at www.vacca.recruitment.com.au

For more information, please contact Bavi Rai, Recruitment Advisor at 03 9287 8835