

# Position Description - Consultant

## Who we are

The Centre for Family Research and Evaluation (CFRE) is a collaborative applied research centre that is dedicated to creating solutions to the complex social problems that impact health and wellbeing of children, families and communities. Our centre is located within drummond street services, an innovative community services organisation with a strong focus on social justice. This provides us with a unique opportunity to experience the strengths and challenges of service delivery, as well as an in-depth understanding of a wide range of social issues.

We also work with different levels of government and not for profit agencies across Australia to conduct social research, evaluate programs and services, communicate research findings and build the capacity of organisations to use and generate evidence. We have a highly collaborative approach working with organisations to find practical ways to use evidence in their programs and services and find out what works for their communities. By helping service delivery agencies and policy makers to use evidence, empower their communities and improve their services and programs, we believe that the outcomes for children, families and communities across Australia will improve.

## The position

If you are interested in making an impact on the lives of others and being involved in a team committed to creating social change, then this is the position for you! We are looking to employ a Consultant to contribute to our projects and the general operations of CFRE to strengthen our centre further. At CFRE we see this position as a key opportunity to continue to grow our team, so we are looking for someone who is a good fit and is genuinely interested in a career path in consultancy in the field of evaluation and program development.

This position will support the work we do with other agencies and organisations, as well as the work we do internally within drummond street services. This position is an opportunity for the candidate to strengthen existing skills in consulting, business development, program planning, research methods and evaluation. This position will report to our General Manager of CFRE, however will also report to project managers as required.

We offer mentoring and professional development, a variety of flexible working arrangements and support work-life balance. We pride ourselves on creating an inclusive workplace culture and a great place to work. We are committed to creating a workforce which reflects the incredible diversity of the communities we serve. We welcome and encourage applications from everyone including Aboriginal and Torres Strait Islander people, people with a disability and those who identify as LGBTIQ.

The types of tasks you will be involved in include:

- Managing evaluation, research and/or capacity building projects. Including managing teams, client liaison, budgets, data collection, data analysis, communications and reporting.
- Working independently and in teams to deliver CFRE services in organisational and program planning, evaluation and research.

- Preparing literature reviews, rapid evidence reviews, community profiling reports and other CFRE reports and resources.
- Contribute to the development and delivery of training resources such as workshop activities and workbooks, webinars, training videos and presentations. Including the facilitation of workshops and group processes.
- Preparing quotes, tender applications and proposals for new work.
- Contributing to the promotion and development of CFRE services and undertake administration tasks as required.

## Working with us

At CFRE you will be working in a multidisciplinary team that is highly collaborative and prides itself on high quality work. Therefore, the successful candidate will be enthusiastic, flexible, a good communicator and keen to contribute to the team.

The whole CFRE team is involved in shaping who we are and what we do, so we are looking for someone keen to be involved in all aspects of the organisation including our collaborative planning. The candidate will be able to bring creativity, resourcefulness, as well as take initiative in the role.

You will be expected to work across many communities, with a wide range of organisations and research experts. As such, we're looking for someone who is a good listener, sensitive to context, adaptable and open to different perspectives, new ideas and ways of thinking.

The environment we work in can be dynamic and fast-paced at times. Therefore, key skills we're looking for are good time management, an enjoyment of diversity of tasks, someone who is self-motivated and can work autonomously.

The projects we take on can be complex and challenging, therefore we appreciate someone who can ask for help, is committed to learning, will persist with a task, can use critical thinking and problem solving skills.

We expect that the applicant will work in an ethical manner and support our key values of collaboration, continuous improvement, leadership, optimism and professionalism.

## Key Selection Criteria

### Essential

1. Relevant qualification in evaluation, the social sciences or related field, as well as other relevant training or education in specific evaluation methodologies.
2. Demonstrated project management and consulting skills specific to program development and evaluation, including participatory approaches and proposal writing.
3. Experience in building the capacity of organisations and/or project teams.
4. Strong skills in evaluation and research methodologies with experience designing and implementing quantitative, qualitative and mixed method approaches.
5. Knowledge or experience in social services, education, health promotion or community development.
6. Strong interpersonal, facilitation and team work skills.
7. Exceptional written and verbal communication skills, with experience communicating to different audiences.
8. Ability to manage timelines and keep activities within project budgets.
9. Flexibility to travel on a regular basis, with a current driver's license.

10. A current Working With Children Check (can be acquired upon receiving the position).

### Desirable

11. Experience working with software packages such as SPSS and NVivo.
12. Experience in designing organisational monitoring and evaluation systems.

### How to apply

Please send your application with a current CV (2 pages), as well as your responses to the key selection criteria to Julia McKenzie at [julia.mckenzie@ds.org.au](mailto:julia.mckenzie@ds.org.au). If you have any questions about the application, the role, or the work we do please contact Julia on (03) 9663 6733.

Successful applicants will be required to have a current National Police Check and a Working With Children Check and full Drivers Licence. All candidates must have the right to work in Australia.

We will be receiving applications up until Tuesday the 31<sup>st</sup> of July 2018. Please note that due to the volume of applications received, only shortlisted candidates may be contacted.