

Advisor

Position Description

Reporting to:	Senior Advisor or Director	Work location:	Melbourne or Sydney
Contract length:	2 years with 3-month probationary period	Time fraction:	1 FTE
Salary:	Competitive rates and salary packaging available	Direct reports:	None
Additional Benefits:	4 weeks annual leave, plus 5 days company leave	Working Relationships:	Internal – working closely with CEI staff across projects External – working closely with stakeholders, agency and government partners
Assets:	Laptop/computer	Criminal Record Check:	Required
Travel:	Yes, in Australia and occasionally overseas	Working with Children Check:	Required

About the Centre for Evidence and Implementation (CEI)

The Centre for Evidence and Implementation (CEI) is a global, not-for-profit evidence intermediary dedicated to using the best evidence in practice and policy to improve the lives of children, families, and communities facing adversity. Established in Australia in late 2015, CEI is a multi-disciplinary team across four offices in Singapore, Melbourne, Sydney and London. We work with our clients, including policymakers, governments, practitioners, program providers, organization leaders, philanthropists and funders in three key areas of work:

- Understand the evidence base
- Develop methods and processes to put the evidence into practice
- Trial, test and evaluate policies and programs to drive more effective decisions and deliver better outcomes

Working closely with senior staff, the role of the Advisor is to manage and deliver a portfolio of CEI projects, with a strong focus on applying evidence in service development and improvement, evidence synthesis, and advancing implementation science. You will lead project management, intervention design (using evidence-informed practices and programs), field work (e.g. sector training and coaching) and the development of written products, may contribute to research activities and publications depending on the nature of the project. The Advisor will benefit from a grounding in the implementation science literature and/or experience in providing implementation support for evidence-informed programs and practices in social services settings. As a global organisation there will be at times an expectation that work and meetings will be conducted outside regular business hours.

Key Areas of Responsibility

Under the direction of a Senior Advisor or Director, the Advisor will lead and support a range of initiatives focusing on implementing evidence in practice and policy, leveraging implementation science to support the uptake of evidence-informed approaches, and evaluating these initiatives. Key areas of accountability are outlined below. Other duties will be performed as required.

Design, and support implementation of, evidence-informed programs, practices, and interventions:

- Design evidence-informed programs, practices and interventions that are tailored for context.
- Develop and use program and intervention materials to support the uptake of evidence informed approaches (e.g., practice guides, practice manuals).
- Develop and use tailored implementation frameworks, tools and methods for a range of clients (e.g., practice fidelity assessments, implementation plans, etc.).
- Coordinate and conduct high-quality training (e.g. for social workers) and provide follow on coaching, field observations, etc.
- Establish monitoring and evaluation processes (including monitoring implementation quality, client outcomes as a result of the program/practice/intervention).

Build the capacity of partners and funders to leverage implementation science and evidence-informed solutions:

- Facilitate training, workshops and deliver seminars and other activities to build the capacity of our partners and stakeholders to understand, use and embed evidence.
- Facilitate sector and community consultation around implementation of evidence-informed programs, practices and interventions, and/or use of evidence in program and policy design and delivery.
- Provide evidence-informed implementation advice to clients and key stakeholders.
- Give presentations and talks to external audiences on topics such as implementation science, implementation in practice, using evidence in program and policy design.

Project management and delivery:

- Adopt the role of Project Manager for selected projects taking responsibility for delivering high quality projects and the management of project resources by (for example):
 - Scheduling and preparing for team meetings
 - Coordinating the activities of a project team
 - Monitoring project deliverable schedules and timelines
 - Monitoring project budgets and resources

Health and safety requirements:

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Comply with emergency evacuation procedures.
- Report all incidents, injuries, and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures.

Required Competencies

Position:

- Knowledge of and a commitment to the work of CEI, including a strong sense of social justice, professional ethics and commitment to evidence-informed practice.
- Excellent project management skills, including ability to coordinate team activities, establish priorities, set and meet deadlines, and manage budgets.
- Excellent written communication skills, and ability to prepare high quality documents for a range of audiences (e.g. practitioners, policymakers, etc.).
- Experience in collecting, summarising, understanding and using monitoring and evaluation data.
- Competent in searching, critiquing and using relevant literature and evidence to inform project activities.

Personal:

- Demonstrated ability to work well independently and as part of a team.
- Demonstrated ability take a flexible and adaptive approach and thrive in a truly fast-paced environment.

Key Selection Criteria

Essential Knowledge or Experience:

- Minimum of two years' experience in the design and/or implementation of evidence-informed practices, programs, interventions or policies in human services (e.g. child welfare, parenting and families, youth justice, mental; health, health, education, housing, homelessness, employment).
- Minimum of four years' experience delivering interventions, programs or other therapeutic services directly to clients in a relevant sector (e.g. (e.g. child welfare, parenting and families, youth justice, mental; health, health, education, housing, homelessness, employment).

Qualifications/Accreditations:

- Postgraduate degree in psychology, social work, or related discipline OR Undergraduate degree in psychology, social work, or related discipline plus 6 years' experience.

Diversity and Inclusion at CEI

We are committed to improving outcomes for communities who are facing adversity through leveraging the best available evidence. We value diversity and inclusion. We actively seek and welcome applications from people with diverse backgrounds and with lived experience of the social issues our work addresses and in the communities we aim to serve. We strongly encourage applications from Aboriginal and Torres Strait Islanders.

Web: ceiglobal.org | **Twitter:** @CEI_org

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