

POSITION DESCRIPTION

Position Title:	Monitoring and Evaluation Officer
Grading:	Manager – Level 2 Low
Status:	Fixed Term Part Time
Location:	Newington
Responsible to:	Director Research Centre
Responsible for:	No Subordinates
Collaborates with:	Senior Research and evaluation officers Ethics Executive Officers Data Management Officers Managers and senior staff across the organisation

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. We are committed to excellence in meeting the reproductive and sexual health needs of the community. As an independent not-for-profit organisation we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals and lead international development projects to promote the rights of people in the Pacific.

The Research Centre at Family Planning Australia has an important role in identifying research priorities related to reproductive and sexual health, conducting quality research and translating this research to impact at the health service level. The Research Centre also facilitates the monitoring and evaluation of all of Family Planning Australia's programs and services in Australia and the Pacific Region, leading to improvements and innovations in the way Family Planning Australia works and providing leadership for the sector. The Research Centre regularly collaborates with universities, national and international research institutions on clinical and population health research.

Position Overview

Family Planning Australia is recruiting a Monitoring and Evaluation Officer to join the Research Centre part-time (0.65 FTE, about 3 days a week) for a fixed term of 18 months (may be extended subject to funding). The Monitoring and Evaluation Officer will contribute to the design, development, and implementation of methodologies that investigate and evaluate health systems and programs as well as attitudes, knowledge, and behaviours.

The role will be actively involved in Family Planning Australia evaluation and monitoring activities to support performance, policies and planning for reproductive and sexual health initiatives and to increase the body of knowledge in reproductive and sexual health in the public domain. The Monitoring and Evaluation Officer is a key intermediary between the Research Centre and internal stakeholders from other Family Planning Australia business units, which involves collaboration, problem solving and effective communication.

This role is also responsible for supporting the Director Research Centre and Senior Research and Evaluation Officers in the overall delivery of existing research and programs. This includes maintaining appropriate documentation and records to comply with funders' guidelines, liaising with key external stakeholders, advertising, and communications, and providing effective and timely reporting

Selection Criteria

Essential (Including Qualifications)

- Graduate qualification in the field of Public Health (or related field, Health Sciences, Biostatistics or equivalent work experience, or a combination of study and work experience)
- Proven experience in the design and management of monitoring and evaluation interventions and activities
- Understanding of monitoring and evaluation principles and design, including methodologies, frameworks, performance indicators and program logic
- Ability to work autonomously and as part of a multi-disciplinary team, while adhering to established priorities, procedures and processes to deliver high-quality results
- Proven experience in mixed methods (qualitative and quantitative) data analysis and use of relevant software
- Ability to work concurrently on multiple projects, within timeframe and budget constraints
- Strong oral and written communication skills, with demonstrated ability to communicate with stakeholders with differing experiences and backgrounds
- Strong problem-solving skills and time management skills
- Moderate to advanced knowledge and use of Microsoft Office suite including Outlook, Excel, Word, PowerPoint
- Must have Australian Working Rights

Desirable

- Experience in the development of online data collection tools such as Survey Monkey, Redcap, etc
- Experience in preparing and writing literature reviews and peer-reviewed manuscripts for publication
- Knowledge of and/or experience in women's health or sexual and reproductive health
- Experience using quantitative or qualitative software packages such as R, STATA, PowerBI, NVIVO or similar
- Proven experience in supporting or coordinating research studies including preparation of research proposal, ethics application, recruitment and follow-up

Other requirements

- A Criminal Record Check and Working with Children Check are required prior to commencement in this role

Values

- Must be pro-choice
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
- Must support the Family Planning Australia values:
 - Compassionate: we treat everyone with dignity, foster empathy, embrace diversity and listen actively to create compassionate, inclusive and supportive workplaces and communities
 - Collaborative: We share knowledge with everybody and respectfully seek out the expertise of others. We are an active, constructive contributor and are inclusive of diverse views
 - Empowered: Together we are empowered to support positive change to ourselves and with communities and the people we support
 - Bold: We embrace innovation and challenge conventions using evidence and technology to improve health, education and social outcomes for everyone

Key Responsibilities

- Coordinate project meetings and manage external and internal stakeholder communications
- Support the senior research and evaluation officers in promoting monitoring and evaluation practices across the organisation, ensuring quality and governance standards are upheld
- Liaise with stakeholders engaged in gathering reproductive and sexual health data, including:
 - identify key data sources and organisations and request data outside of FPA, not publicly accessible
 - conduct focus group discussion and/or surveys to identify learning needs, data collection reporting gaps
 - follow up on data collection requests
 - perform data cleaning, data collation, data manipulation and data analysis.
- Contribute to the planning, design, implementation of research and evaluation of Family Planning Australia activities including identification of reproductive and sexual health gaps, literature review, monitoring and evaluation proposals and data analysis plans, data collection tool design, ethics applications (where applicable), data collection and analysis, report writing, and dissemination of outcomes in various fora.
- Where applicable, contribute to preparation of documents such as research articles for peer reviewed journals, policy submissions, and government reports.
- Assist with the development of external funding applications for Family Planning Australia.
- Maintain an efficient filing system to ensure immediate availability of relevant files and support documents
- Assist staff in the development and review of abstracts and presentations for relevant conferences as required.
- Perform other duties as required by Director Research Centre to ensure the efficient functioning of the Centre.
- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

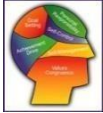
Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW.

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy.
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Adept
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Adept
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	Adept
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Adept
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management Understand and apply effective planning, coordination and control methods	Adept

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: