

# Senior Advisor

## Position Description

<b>Reporting to:</b>	Director	<b>Work location:</b>	Sydney –Level 2 822 George St Chippendale NSW 2008
<b>Contract length:</b>	2 years with 3-month probationary period	<b>Time fraction:</b>	1 FTE
<b>Salary:</b>	Competitive rates and salary packaging available	<b>Direct reports:</b>	1-2
<b>Additional Benefits:</b>	Four weeks annual leave, plus 5 days company leave	<b>Working Relationships:</b>	Internal – working closely with CEI staff across projects External – working closely with stakeholders, agency, government and philanthropic partners
<b>Assets:</b>	Laptop	<b>Criminal Record Check:</b>	Required
<b>Travel:</b>	Yes in Australia and occasionally further	<b>Working with Children Check:</b>	Yes

### About the Centre for Evidence and Implementation (CEI)

CEI is an independent, for-purpose, evidence intermediary. We use the best evidence in practice and policy to improve the lives of children, families and communities facing adversity. We do this by:

- Generating evidence that contributes to the design of effective policies and programs;
- Translating and disseminating high-quality evidence to support evidence-informed policymaking, thereby promoting policy and service decisions that have the best chance of succeeding;
- Using the science of implementation to build the capacity of organisations to effectively deliver high-quality services;
- Increasing the effectiveness of policy and services through rigorous evaluation.

CEI has grown rapidly since its inception in late 2015 and has offices in Australia (Sydney and Melbourne), Singapore and London.

### **Role Purpose**

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Working closely with the Director, the primary role of the Senior Advisor is to lead or manage a portfolio of CEI projects across a range of key CEI strategic activities, including evaluation, applying evidence in service development and improvement, evidence synthesis, and advancing implementation science. The Senior Advisor will also contribute to new business development and the strategic development of our CEI team. 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 Accountability**

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CEI provides government, service sector and philanthropic decision-makers with rigorous data analysis and feasible solutions to support them in improving the lives of children, families and communities facing adversity. The Senior Advisor will lead and support integrated, hybrid design, multicomponent research that provides a deep understanding of the adverse conditions affecting children, families and communities in partnership with government agencies, local service providers, and people with lived experience. This includes partnering with implementation practice colleagues on conceptual and practical approaches to measuring implementation outcomes and using measurement to inform continuous quality improvement processes.

Key areas of accountability are outlined below. Other duties will be performed as required.

#### **Research and evaluation methods leadership**

Manage the design, planning and delivery of projects, primarily high-quality evaluations, the synthesis of evidence and the application of evidence in service development and improvement, informed by and advancing implementation science. This includes:

- Design studies and projects, ensuring the most rigorous methods possible are applied
- Ensure a deep understanding of objectives and critical issues
- Manage project governance, team work plan and budgets
- Follow research and evaluation quality control processes and CEI's project quality control processes
- Work effectively with other team members, support their development, and build your own and their understanding of methods and substantive areas critical to our work
- Build strong relationships with clients, collaborators and other project key stakeholders
- Ensure that project deliverables are produced on time and to a very high quality

#### **Business development and strategic growth**

- Contribute to the development and implementation of plans to grow the Centre's business and strategic competitiveness and ensure continuous improvement in our work

- Develop new competitive tenders, proposals and funding applications and secure new business
- Build and manage stakeholder relationships, including with current and new collaborating organisations, clients and other funders, networking to raise our profile and being an external representative of CEI and its work
- Contribute to CEI's thought leadership and knowledge exchange in implementation science and related topic areas

### **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**

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#### **Position:**

- Knowledge of and a commitment to the work of CEI
- Strong sense of social justice, professional ethics and commitment to evidence-based practice
- Demonstrated ability to show initiative and find creative approaches
- Excellent communication and interpersonal skills including problem resolution, and a collaborative approach to multi-disciplinary teamwork
- Ability to work in a positive and empowering way with colleagues, collaborators and stakeholders
- Strong project management skills, ability to establish priorities, set and meet deadlines, and manage budgets
- Strong communication skills, both written and verbal
- A willingness to work in a fast-paced environment flexibly and adaptably

#### **Personal:**

- A high level of integrity and professionalism
- Commitment to the ongoing development of a strong organisational culture
- Motivation, energy and resilience
- Willingness to help to build a learning environment

## Key Selection Criteria

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### Essential Knowledge or Experience

- Minimum of 5 years' experience in the design and conduct of research, including mixed-methods and hybrid design
- Minimum of two years' of experience supervising and mentoring junior staff or colleagues across a range of positions
- Experience in successful dissemination, including but not limited to writing and publishing research or evaluation reports for policy, service and academic audiences, delivering presentations and providing consultation to a diverse range of stakeholders, and effectively tailoring messages to the audience
- Evidence of an emerging portfolio of policy relevant translational research intended to inform policy, programs, systems, and interventions
- Track record in applying for, and securing, funding from grants and/or competitive tenders
- Excellent organisational skills and experience in managing projects, with a demonstrated capacity to meet deliverables on time, manage complexities and develop and manage senior external stakeholder relationships

### Qualifications/Accreditations:

- Post-graduate research degree in psychology, health, social science, economics or related discipline.

## Diversity and Inclusion at CEI

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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.