**Advisor – Implementing evidence in Child and Family Services**

**Position Description**

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| **Reporting to:** | Director/Senior Advisor | **Work location:** | Melbourne or Sydney |
| **Contract length:** | 2 years with 3-month probationary period  Shorter term fixed contracts may be considered | **Time fraction:** | 2 FTE; part-time appointments of 0.7FTE or above may be considered |
| **Travel:** | Yes | **Direct reports:** | N/A |
| **Driver’s License Required:** | Yes | **Assets:** | Laptop, mouse, keypad |
| **Working with Children Check:** | Yes | **Working Relationships:** | Internal – working closely with CEI staff across projects  External – working closely with stakeholders, agency and government partners |
| **Salary:** | Competitive rates and salary packaging available | | |
| **Other information:** | Flexible hours and hybrid workplace arrangements | | |

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

The Centre for Evidence and Implementation is a global team of research, policy and practice experts based in Australia, Singapore and the United Kingdom, working with our clients – policy makers, governments, practitioners, program providers, organisation leaders and funders – to:

* understand the evidence base
* develop methods and processes to put the evidence into practice, and
* trial, test and evaluate policies and programs to drive more effective decisions and deliver better outcomes.

We work in collaboration with our global partnership network to ensure that we are accessing and producing only high quality evidence, developed through rigorous and innovative methods. As an independent, social purpose organisation we are motivated by our mission to improve the lives of children, families and communities facing adversity.

**Role Purpose**

Despite many years of reforms in the way that child and family services are delivered, there continues to be a growing demand on child protection and intensive family support services and increasing rates of child protection notifications. Aboriginal and Torres Strait Islander families continue to be over-represented in these systems. Families involved in child protection systems experience poorer educational, physical and mental health outcomes.

CEI’s Evidence to Practice team focuses on improving outcomes across the country for children and families through ensuring:

* families have access to evidence-informed programs and services that meet their needs.
* evidence-informed programs and services are adapted for context and ‘fit’ with local service delivery models.
* and evidence-informed programs and services are implemented as intended to achieve improved outcomes for families.

Working closely with senior staff, the role of the Advisor is to support and lead the delivery of a portfolio of CEI projects with government and community services. You will lead the development of evidence informed practice frameworks; support efforts to effectively implement interventions through a range of evidence-based strategies; and contribute to project management, research, presentations, and publications as required.

As an Advisor you will bring a high level of experience in clinical practice of evidence-informed therapeutic approaches. You will benefit from a grounding in implementation science literature and/or experience in providing implementation support for evidence-informed programs and practices in social services settings. You will be flexible and bring a diverse skillset to lead and contribute across CEI’s key areas of work.

**Key Areas of Responsibility**

Under the direction of the Director or Senior Advisor, the Advisor takes responsibility for the following activities:

* **Support the design and development of evidence-informed practice resources, such as practice frameworks and practice guides:**
  + Analyse and synthesise the best available research evidence; practitioner expertise and insight; and lived experience of children and families to design evidence-informed practice resources.
  + Test, trial and iterate practice resources with key stakeholders and partners to ensure appropriateness and suitability
  + Writing evidence-informed practice frameworks and guides that are fit for purpose and context
* **Providing implementation support for evidence-informed programs, practices and interventions:**
* Keep up-to-date with implementation science literature and apply insights to implementation practice
* Design and deliver high-quality training in face to face and online formats
* Provide post-training support for practitioners to translate their learnings into practice e.g. through coaching, field observation and review
* Build the capacity of local agency staff and leadership to drive practice change and other implementation efforts
* Develop and use resources to support implementation in the field e.g. practice fidelity assessments, implementation plans
* Establish monitoring and evaluation processes (including monitoring implementation quality, client outcomes as a result of the program/practice/intervention)
* **Contribute to CEI’s thought leadership and knowledge exchange in implementation science and related topics:**
* Facilitate workshops and deliver seminars and other activities to build the capacity of our partners and stakeholders to understand, use and embed evidence into their day to day work
* 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
* **Project management and delivery:**
* Adopt the role of Project Manager for selected projects, taking responsibility for developing project plans, managing staff resources and project expenses, liaising with the client, identifying project risks (e.g. contractual issues), co-ordinating project teams and running team meetings so that the project is delivered on time and on budget, and to a high standard.
  + Support quality project delivery by undertaking activities to a high standard in a timely fashion, such as:
    - Coordinating and scheduling meetings and events
    - Developing program logics/theories of change for evidence-informed programs, practices and interventions
    - Collecting and analysing qualitative and quantitative data for implementation and evaluation projects
    - Preparing high-quality written reports
    - Preparing and delivering high-quality presentations (e.g. to clients, at conferences)
    - Preparing material for CEI publications (e.g. website, newsletters)
* **Business development and stakeholder relationships:**
* Contribute to or lead the preparation of competitive tenders, project proposals and grant submissions
* Support the development and maintenance of strong stakeholder relationships
* **Internal operations:**
* Proactively contribute to CEI’s internal operations, activities and processes such as team meetings, knowledge management, and performance tracking.
* **Other duties as required.**

**Competencies**

**Essential**

* Postgraduate degree in psychology, social work, or related discipline plus 3+ years of experience in a relevant content area and a willingness to quickly develop expertise in the other areas. *Relevant content areas include: child welfare, parenting and families, mental health, education, housing and homelessness, justice and employmen*t.
* Experience in the design of evidence-informed practices, programs, interventions or policies in human services.
* Clinical expertise in the practice of family therapy, cognitive-behavior therapy, parenting interventions or other evidence-informed therapeutic approaches.
* Excellent interpersonal skills and ability to collaboratively engage with a wide range of professionals, clients and colleagues.
* High-level written communication skills, and ability to prepare high quality documents for a range of audiences (e.g. practitioners, policymakers, academics).
* High-level oral communication skills including substantial experience in (and comfort with) delivering training, facilitating interactive workshops and giving oral presentations.
* Demonstrated ability to carry out project work and deliver high-quality outcomes within tight time frames.
* Ability and commitment to using technology to facilitate communication and project delivery, including a sound working knowledge of the Microsoft suite of programs (e.g. Powerpoint, Excel, Word, Outlook).
* Demonstrated ability to work well independently and as part of a team.
* Ability to travel within and outside Australia

**Desirable**

* Familiarity with the principles and practices of implementation science including a strong understanding of related literature.
* Experience in monitoring and evaluation for programs, practices and interventions.
* Prior direct experience supporting the implementation of an innovation (e.g. evidence-informed practices and programs) into a service delivery context e.g. through training and coaching frontline staff, supporting implementation leaders.
* Knowledge of empirical research and current issues relating to child maltreatment, parenting, family violence, and/or related fields.
* Experience working in or with Aboriginal and Torres Strait Islander communities.

**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 Islander candidates.