

May 2024

Advisor – Enhancing programs & services (Sydney)

Job description

	Reporting to	Principal Advisor	Work location	Sydney, Australia
	Contract length	24 months, with possibility for extension (incl. 6-month probation)	Time fraction	1 FTE (part-time from 0.8 FTE upwards will be considered)
	Salary	\$100,000 - \$110,000 per annum, plus superannuation	Direct reports	None
	Benefits	4 weeks' annual leave, plus 5 days' company leave Salary packaging Flexible work hours Hybrid office-home working	Working relationships	CEI staff in Australia (Melbourne, Sydney) and across our international offices External professionals in government and NGO sector
	Assets	Laptop, mobile phone	Criminal record check	Required
	Travel	Required	Working with children check	Required

Who is the Centre for Evidence & Implementation (CEI)?

At CEI, we believe sound evidence and effective implementation have the power to solve our most pressing social problems. We work with policymakers, practitioners, organisational leaders, and funders – motivated by our mission to close the gap between what we know (from research) and what we do (in practice).

An independent not-for-profit organisation with offices Melbourne, Sydney, London, Singapore, and Oslo, we are passionate about using our expertise to improve the lives of children, families and communities.

Our core areas of work encompass:

- Translating research into actionable insights.
- Implementing evidence into routine practice using implementation science.
- Rigorous evaluation of policies, practices and programs.
- Fostering cultures that value evidence for tangible change.

To find out more about CEI, please visit www.ceiglobal.org

Role purpose

Working closely with Directors and Principal Advisors, the Advisor undertakes evaluation, evidence synthesis and other work that supports evidence generation and take-up – including supporting implementation of programs and services. The Advisor’s work includes consultation, evaluation design, theory of change and program logics, quantitative and qualitative data collection and analysis, report writing, conducting workshops, presentation of findings and project management.

Key areas of responsibility

Working closely with Directors and Principal Advisors, the Advisor takes responsibility for the following activities.

Evaluation and enhancement of programs and services

- Contribute to the design of evaluations, including impact, implementation, and process evaluations.
- Design data collection instruments and systems (qualitative interview schedules, surveys, administrative data collection), including researching and selecting validated measures.
- Undertake interviews and focus groups, overseeing survey administration.
- Analyse qualitative and quantitative data.
- Conduct Theory of Change workshops with stakeholders and funders and produce Program Logics.
- Contribute to the development of evaluation methodology, including hybrid effectiveness-implementation designs.
- Provide implementation support for evidence-informed programs and services, including supporting implementation teams and training, and contributing to the development of implementation plans.
- Establish monitoring and evaluation processes to measure implementation quality.
- Prepare evaluation protocols and plans, research ethics committee applications, and data management documentation and plans.
- Contribute to reports, summaries and presentations for a variety of audiences, including academic audiences, policymakers, program managers and practitioners.

Evidence synthesis

- Contribute to the design of evidence syntheses, including systematic reviews, rapid reviews, scoping reviews, and evidence and gap maps.
- Design search strategies for systematic reviews, rapid reviews, scoping reviews and evidence and gap maps, and undertake searches of academic databases and grey literature.
- Design screening criteria and undertake and oversee screening of literature, using Covidence or similar systems.
- Extract data from screened-in studies and oversee the work of other team members.
- Summarise extracted data and write research syntheses.

Project management

- Project planning and organisation, including coordinating project teams and resources, setting up timetables and project management systems, identifying project risks, budget monitoring, setting up invoicing and contracts.
- Regular reporting to and liaising with clients and funders.
- Manage relationships with consortium partners.
- Establish and work with Advisory Group and people with lived experience.

- Undertake consultations with key stakeholders, service providers and clients.
- Adhere to CEI quality control and governance processes.

CEI business operation and development

- Contribute to the preparation of competitive tenders, project proposals and grant submissions.
- Prepare reports, publications and project overviews for CEI publications (e.g., website and newsletters).
- Participate in, and contribute to, CEI's internal operations, activities and processes – such as team meetings, knowledge exchange and performance tracking.
- Support the development and maintenance of strong stakeholder relationships.
- Contribute to CEI's thought leadership in implementation science and evaluation.

Key selection criteria

Essential skills and experience

- Extensive prior experience in research and evaluation roles, including strong skills in the gathering, translation and communication of evidence for policy and practice.
- Proven ability to interact sensitively and appropriately with adults, young people and children from disadvantaged and minoritised groups.
- Sound understanding of rigour in evaluation and evidence synthesis.
- Demonstrated experience in at least one of the following content areas, and willingness to quickly develop expertise in others: child and social welfare, education, early years, parenting and families, youth justice, health, public health, housing and homelessness.
- Strong project management and organisational skills, with an ability to manage multiple tasks in a dynamic environment and produce deliverables on time.
- Excellent written and verbal communication skills, as well as the ability to collaborate with a broad variety of stakeholders from policy, research and practice.
- Ability to travel within Australia.

Desirable attributes

- An understanding of implementation science and its application to evaluation.

Personal

- Demonstrated interpersonal skills, including a solution-focused and collaborative approach to multi-disciplinary teamwork.
- Commitment to understanding equity, diversity and inclusion, and embedding these principles in work.
- Commitment to contribute to a quality, learning and improvement culture.
- Ability to be flexible, efficient and proactive in solving problems.
- Able to act with sensitivity, discretion and confidentiality as required.
- Demonstrated ability to perform at a high standard in a fast-paced environment.

Qualifications/accreditations

- Postgraduate degree with a significant research component in Psychology, Economics, Social Science, Health or related disciplines, or an equivalent level of scholarship through work experience.

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.

Only applicants with the right to work in Australia will be considered.

Diversity and inclusion at CEI

Diversity and inclusion are fundamental to CEI's work. We are driven to improve outcomes for communities facing adversity through leveraging the best available evidence.

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 people.



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