

Advisor – Enhancing programs & services

May 2024





Why join the CEI team?

- ✓ **Purposeful impact** Join a team united by the belief that good evidence and effective implementation can transform society.
- ✓ **Cultural richness** Embrace our values-driven culture, celebrating diversity and championing lived experience.
- ✓ **Professional evolution** Take part in continuous learning, professional development, and opportunities to maximise your potential.
- ✓ **Empowerment & ownership** Thrive in a dynamic environment where every role makes a tangible impact, ensuring your contributions matter.
- ✓ **Global exposure** Engage with a network of global partners and work on projects that span continents.
- ✓ **Community & collaboration** Grow in our supportive, progressive culture that balances challenging work with fun.
- ✓ **Enduring partnership** With CEI, you're not just starting a job; you're building a future and legacy. We're invested in your journey, fostering a space where you can build a lasting career and make a difference.
- ✓ **Growth journey** From a team of three in 2016 to a global force today, be part of our inspiring growth story.



Other employee benefits

- ✓ **Salary packaging**

At CEI you can increase your take-home pay by taking advantage of salary packaging. This allows you to pay for certain expenses like mortgage, rent or school fees upfront, before tax is taken out.
- ✓ **Extra leave**

Eligible employees receive 5 days' paid annual leave during the Christmas period. You can also choose to purchase additional leave during the year for extra time off.
- ✓ **Flexible working arrangements**

Our flexible work policies enable you to work from home and to compress your working week.
- ✓ **Professional development**

We support you to develop your career through continuous training and development. Study leave support is also available for employees who are undertaking further qualifications.
- ✓ **Staff wellbeing**

We offer free external, professional and confidential counseling assistance to our staff for personal, family or career-related issues.
- ✓ **Child and parent friendly**

We offer paid parental leave to both the primary and secondary carer of a biological or adopted child.



As the Advisor – Enhancing programs & services , you will:

- Support the design and development of evidence-informed practice resources, such as practice frameworks and practice guides.
- Provide implementation support for evidence-informed programs, practices and interventions.
- Contribute to CEI's thought leadership and knowledge exchange in implementation science and related topics.
- Cultivate business growth opportunities and nurture stakeholder relationships.
- Manage and execute projects, ensuring efficient and successful delivery.
- Contribute towards internal operations and processes essential for organisational efficiency and success.

Are you a research and evaluation specialist with a passion to improve lives through the creation and use of high-quality evidence?

Do you have extensive experience in research, evaluation and evidence synthesis, matched with demonstrated communication and project success?

Are you interested in joining a diverse, global team that values its people, nurtures professional growth and emphasises collaboration?



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

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.



Key areas of responsibility (cont.)

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.



Key areas of responsibility (cont.)

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



Key areas of responsibility (cont.)

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 knowledge 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

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



Key selection criteria (cont.)

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.



Key selection criteria (cont.)

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.



Summary of contract terms

	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 - \$110000 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

About CEI

Established in Australia in 2016, CEI is a global, for-purpose evidence intermediary and advisory organisation dedicated to using the best evidence in practice and policy to improve the lives of people facing adversity.





Who we are

Our mission

Our mission is to support the use of the best evidence in policy and practice to improve the lives of people facing adversity.

Our purpose

We exist to support the use of better evidence to improve life for children, families, and communities. We believe good evidence and effective implementation have the power to solve our most pressing social problems.

Our values

Transparency: Our work is rigorous, robust and inclusive of many forms of evidence and data.

Partnership: We recognise that change only happens through collaboration and shared leadership.

Social justice: Equity is fundamental to everything we do. We aim to work meaningfully with the people who are at the centre of policies, programs, and services.

Connection: We understand that evidence needs to be matched, translated and interpreted in relation to contexts and systems.

Diversity: We honour diversity and equity, and we commit to advancing these values through our work, our partnerships, and how we recruit and develop our people.

Where we work

CEI is a multi-disciplinary team spanning five global offices. We bring together global teams on projects, drawing on the strengths of experts across our offices to get the best insights and results for every partnership.

Our partners range from policymakers and governments to practitioners, program providers, organisational leaders and funders.



Our key service areas



Making sense of the evidence: We help identify what works, capture best practices, and map landscapes and systems.



Generating evidence: We are committed to building a high-quality evidence base to inform better policy and practice.



Getting evidence into policy and practice: We take on active implementation support to help our partners transform policies, practices, and systems.



Building cultures for evidence use: We develop skills and cultures within systems, organisations, teams, and networks to accelerate outcomes for people and their communities.

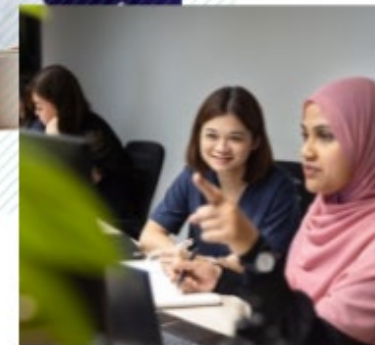
Our principles

Rigorous methods: We are committed to high-quality scientific research and best practice.

Independence: Our work is unbiased, transparent and reliable.

Collaboration: We leverage strong academic networks and a global network of collaborators.

Real-world change: We specialise in implementation science to improve evidence uptake.



Our areas of work



Child, youth and family services



Housing and homelessness



Early childhood and parenting



Philanthropic practice



Education and training



Justice and crime reduction



First Nations Communities



People with disability



Health and mental health

Project examples



Enabling evidence-based policy decisions, VIC

- DHHS sought to increase the use of evidence-informed approaches in child and family services
- Over 2 years, CEI supported development of an online platform to share the latest information
- Frontline staff and decision-makers are now better able to interpret evidence and apply it in practice and policy to improve outcomes



Evaluation of interventions for vulnerable youth

- Their Futures Matter is NSW's long-term strategy to holistically improve life outcomes for vulnerable children and families
- CEI was commissioned to redesign the system for referrals and access to services to improve the way the system identified, assessed, and supported vulnerable families
- CEI provided an evaluation of common practice elements of promising interventions and reviewed implications for practice



UNICEF evaluation of children's wellbeing models in Serbia

- Support to UNICEF Country Office in Serbia on evaluation of regional strategy for scaling up evidence-based programs
- Assessing whether current practices are achieving the desired results and making recommendations for how strategy could be optimised



Establishment of endowed centre for evidence translation in Singapore

- Centre for Holistic Initiatives for Learning and Development (CHILD) at National University of Singapore (NUS)
- \$30m+ endowment. Partnership with Lien Foundation and NUS
- First knowledge translation centre of its kind in Singapore



KidSTART evaluation with Singapore Early Childhood Development Authority

- KidStart is a three-year pilot initiative that seeks to improve vulnerable children's futures by preparing them for school and investing in their health, behaviour and overall development
- 5-year, \$5m mixed method evaluation of KidSTART parenting intervention
- Includes largest-ever RCT of an early childhood intervention in Singapore



Evaluation of the global Scaling 'What Works' program

- Movember is a major global funding organisation in men's health
- CEI is advising Movember on how to select programs with the best chance of scaling up
- We are generating new knowledge about the patterns and predictors of successful scaling through our work with 17 interventions in Australia, the UK and Canada

Our collaborators

CEI is proud to work with more than 100 diverse global partner organisations to make lasting change in communities. Clients include:





Methods Lab

CEI's Methods Lab supports our methods to be rigorous, fit-for-purpose and cutting-edge.

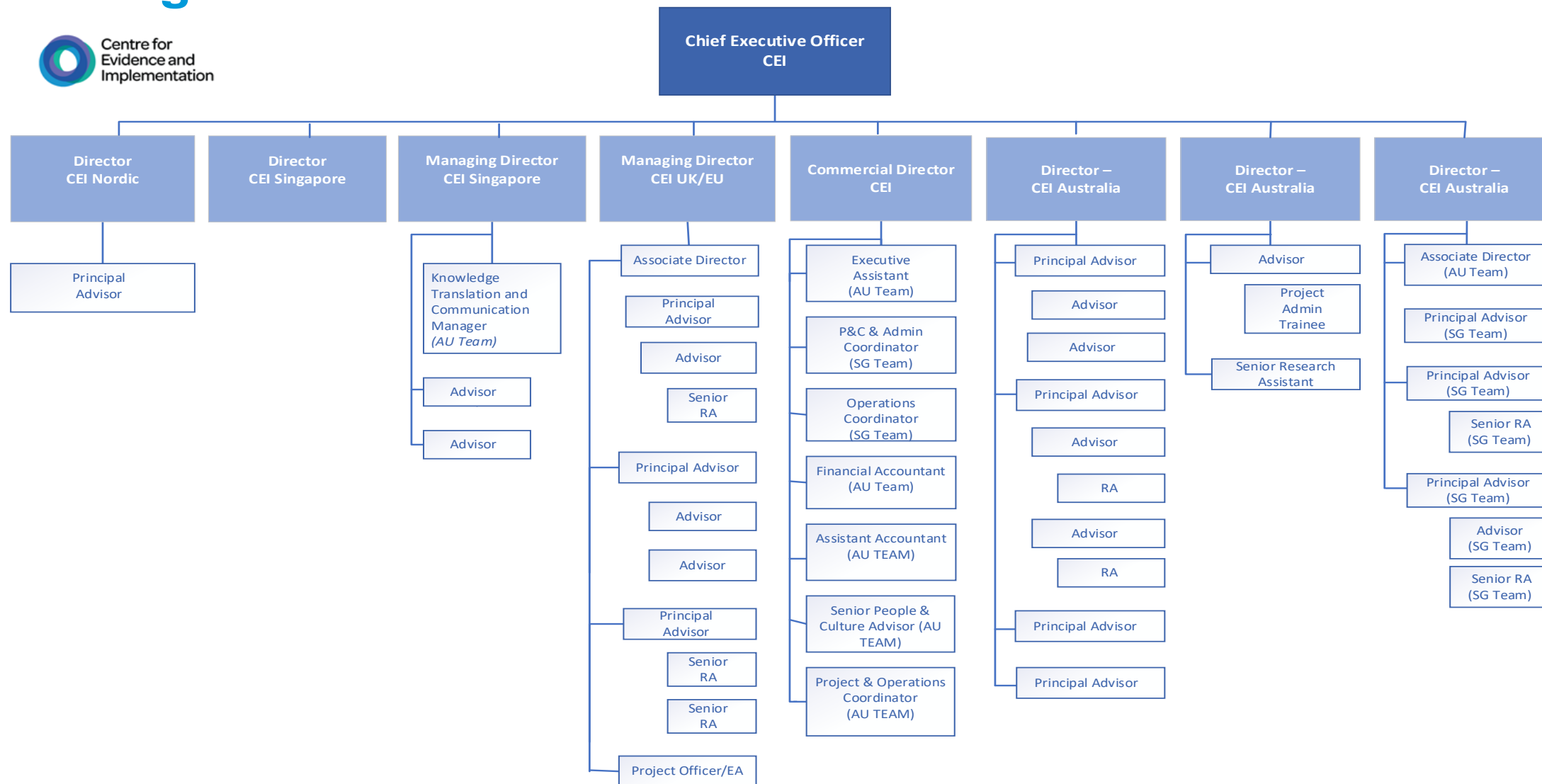
It operates as a collaborative effort, engaging both internal and external experts to guarantee consistency, innovation and adaptability in our approach.

The Lab supports the review, refinement and exploration of new methods across a variety of projects. It also fosters an environment of active learning and idea generation among the CEI team.

The Lab is anchored by six core members, each holding PhDs, and is further enhanced by adjunct members who bring specific skills when needed.

For more information on CEI's Methods Lab and its members, please visit:
<https://www.ceiglobal.org/about/our-people/methods-lab>

Our organisation chart



RA – Research Assistant
 EA – Executive Assistant
 AU – Australia
 SG – Singapore
 P&C – People & Culture

Our leadership team



Director

Arild Bjørndal PhD



Director

Cheryl Seah PhD



Managing Director - UK

Jane Lewis



Commercial Director

Ted Wambui



Managing Director for Singapore and Asia

Maryanna Abdo



Director

Melinda Polimeni PhD



Chief Executive Officer

Robyn Mildon PhD



Director

Vanessa Rose PhD



CEI Board



Board Member

Mel Parks



Board Member

Michelle Nightingale



Board Member

Niki Ellis



Chairman of the Board

Peter Hodgson



Board Member

Rod Glover



What our team members say about CEI

India, Senior Research Assistant and Project Coordinator – London:

CEI is a fantastic environment to cultivate new skills and engage with experts from across different sectors. And being part of the Ops Team has given me the opportunity to collaborate on projects across the whole of CEI, championing a culture of continual learning and ensuring our work is value driven and meaningful. I'm grateful to be part of such a multicultural, knowledgeable and open team.

Evelyn, Principal Advisor – Singapore:

I am always motivated by the work we do; it never gets stale – from evidence synthesis to data analysis to capacity-building on implementation science, and in such a broad range of topics from early childhood development to mental health to philanthropy. Can't ask for a better or more supportive team to work with either!

Tamara, Senior Advisor – Melbourne:

Over 15 years working as a community psychologist with vulnerable children and families in a range of settings, I encountered numerous barriers to being able to work effectively to enact meaningful, lasting change. When I came across CEI and started to understand implementation science, I was excited to discover see a way to bridge the evidence to practice gap and make a real difference in social services. I am thrilled to now be working in a dynamic, evidence-informed innovative organisation at the forefront of implementation science research and practice. I co-ordinate a number of projects in which we design and deliver training, provide coaching, consult with the sector and collaborate on applied research reports that inform policy and improve evidence-informed practice.



How to apply

Please submit a cover letter (maximum 4 pages) highlighting your alignment with the position competencies, and your CV.

While you're not required to address each competency individually, we encourage you to illustrate how you satisfy as many of the job-related, personal and qualification competencies as you can.

Applications must be submitted via email: cei.hr@ceiglobal.org

Applications close: 5pm, Monday 17 June 2024.

Please note: The Centre for Evidence and Implementation (CEI) is a subsidiary of Save the Children Australia, a child-safe organisation. All employees are required to undergo a National Police Check and sign our Child Protection Policy and Code of Conduct.

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

CEI is committed to diversity and inclusion

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.

 www.ceiglobal.org

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 [LinkedIn](https://www.linkedin.com/company/cei-org)

