

Advisor – Evidence to Practice (Melbourne)

July 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.

The role



As the Advisor – Evidence to Practice, 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.
- Support business growth through contributing to tenders and grants, and by nurturing stakeholder relationships.
- Support project management to ensure successful, timely delivery.
- Contribute to internal operations and processes essential for organisational efficiency and success.

Are you an evidence and implementation champion wanting to make a real difference in child, youth and family services?

Do you have demonstrated experience bringing evidence-informed interventions into practice and in using your clinical knowledge and interpersonal skills to build capability in other professionals?

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



Role purpose

CEI's Evidence to Practice team focuses on improving outcomes for children and families across Australia, by 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.
- evidence-informed programs and services are implemented as intended to achieve improved outcomes for families.

Working closely with senior staff, the Advisor supports and leads 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 direction of the Director or Principal Advisor, the Advisor takes responsibility for the following activities.

Support design and development of evidence-informed practice resources, such as practice frameworks and practice guides

- Write evidence-informed practice frameworks and guides that are fit-for-purpose and context.
- Analyse and synthesise evidence of what works in relevant sectors, including academic research, practitioner expertise, and lived experience.
- Co-design of evidence-informed practice resources.
- Trial and test practice resources with key stakeholders and partners to ensure appropriateness and suitability.



Key areas of responsibility (cont.)

Provide implementation support for evidence-informed programs, practices and interventions

- Design and deliver high-quality training in face-to-face and online formats (may require regional travel).
- Provide support to practitioners through coaching, field observation and review.
- Build the capability of agency staff 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.
- Keep up-to-date with implementation science literature and apply insights to implementation practice.



Key areas of responsibility (cont.)

Project management support

- Take the role of assistant project manager for selected projects, e.g. taking responsibility for developing project plans and coordinating project tasks; contributing to running team meetings; liaising with the project manager and project partners, and other project administrative duties.
- Support delivery by undertaking activities to a high standard and in a timely fashion, such as:
 - Coordinating and scheduling meetings and events
 - Preparing high-quality written reports
 - Preparing and delivering high-quality presentations (e.g. to service sector, partners, at conferences).
 - Preparing material for CEI publications (e.g. website, newsletters)
 - Developing program logics/theories of change for evidence-informed programs



Key areas of responsibility (cont.)

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.

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, and other duties as required

- Proactively contribute to CEI's internal operations, activities and processes, such as team meetings, knowledge management and performance tracking.



Key selection criteria

Essential knowledge and experience

- 3+ years of professional experience in a relevant sector, and willingness to quickly develop knowledge in other sectors. Relevant sectors include child welfare, parenting and families, mental health, justice, and Aboriginal social-emotional wellbeing.
- Demonstrated clinical experience in family therapy, cognitive-behaviour therapy, parenting interventions or other evidence-informed therapeutic approaches.
- Demonstrated ability to use clinical knowledge and skill to build capability of other professionals.
- Experience in the design of evidence-informed practices, programs, or interventions in relevant sectors.
- Experience supporting the implementation of evidence-informed practices, programs, or interventions into a service delivery context (e.g. through training and coaching frontline staff).
- High-level oral communication skills for delivering training, facilitating interactive workshops, and communicating with project partners.
- High-level written communication skills for preparing high-quality documents for a range of audiences (e.g. practitioners, policymakers, academics).
- Excellent interpersonal skills for collaborating and engaging with a wide range of professionals, clients and colleagues.
- Demonstrated ability to work independently and as part of a team.
- Capability to work in a fast-paced environment, while managing time and competing demands
- Ability and willingness to travel within Victoria.



Key selection criteria (cont.)

Desirable

- AHPRA registration as a Psychologist, or AASW membership as a Social Worker.
- Familiarity with the principles and practices of implementation science.
- Knowledge of empirical research and current issues relating to child maltreatment, parenting, family violence and/or related fields.
- Experience in monitoring and evaluation for programs, practices, and interventions.
- Experience working in or with Aboriginal and Torres Strait Islander communities.

Qualifications/Accreditations:

- Postgraduate degree in Psychology, Social Work, or related disciplines.



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 or Director	Work location	Melbourne, 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' paid company leave Salary packaging Flexible working hours Hybrid office-home working (min 2 days in office/week)	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.

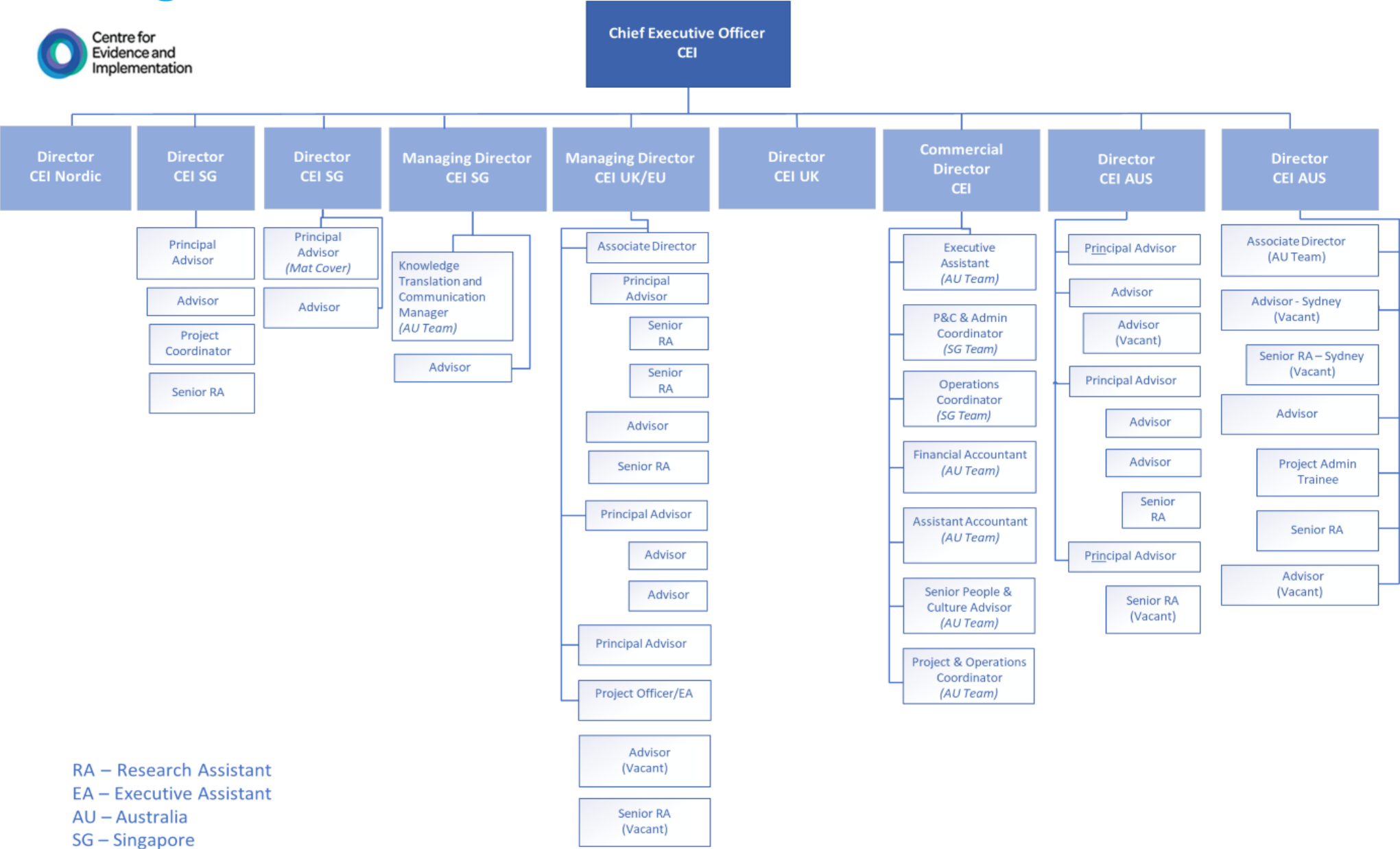
It operates as a collaborative effort, engaging both internal and external experts to guarantee consistency, innovation and adaptability in our approach.

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



Director

Jean Liu PhD



Managing Director for Singapore and Asia

Maryanna Abdo



Director

Melinda Polimeni PhD



Chief Executive Officer

Robyn Mildon PhD



Commercial Director

Ted Wambui



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 – 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, Principal 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, along with 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

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

 [@CEI_org](https://twitter.com/CEI_org)

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

