### Senior Advisor – Impact Evaluation (Quantitative Methods)

**Position Description**

<table>
<thead>
<tr>
<th>Reporting to:</th>
<th>Director</th>
<th>Work location:</th>
<th>Sydney –Level 2, 822 George St Chippendale NSW 2008</th>
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</thead>
<tbody>
<tr>
<td>Contract length:</td>
<td>2 years with 3-month probationary period</td>
<td>Time fraction:</td>
<td>1 FTE</td>
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<tr>
<td>Salary:</td>
<td>Competitive rates and salary packaging available</td>
<td>Direct reports:</td>
<td>1-2</td>
</tr>
<tr>
<td>Additional Benefits:</td>
<td>4 weeks annual leave plus 5 days company leave</td>
<td>Working Relationships:</td>
<td>Internal – working closely with CEI staff across projects, External – working closely with stakeholders, agency, government, and philanthropic partners</td>
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<tr>
<td>Assets:</td>
<td>Laptop, Phone</td>
<td>Criminal Record Check:</td>
<td>Required</td>
</tr>
<tr>
<td>Travel:</td>
<td>Australia and occasionally international</td>
<td>Working with Children Check:</td>
<td>Yes</td>
</tr>
</tbody>
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### About the Centre for Evidence and Implementation (CEI)

CEI is an independent, for-purpose, evidence intermediary. We are a client-focused advisory organisation delivering strategic projects on behalf of innovative and forward-thinking government agencies, philanthropies, health and social sector agencies. We are a values-based organisation that partners with our clients to enable them to build and use better evidence for better outcomes. We do this by:

- Generating evidence that contributes to the design of effective policies and programs
- Increasing the effectiveness of policy and services through rigorous evaluation
- 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.

CEI works across a range of health and social sectors where effectiveness and impact truly matter, including child and family welfare, mental health, ageing, housing, education, and international development. Our projects are varied and require teams that work creatively and efficiently under pressure to deliver results of the highest quality standards. We value deep and effective partnerships with collaborators (e.g., academic researchers), government agencies, local service providers, and people with lived experience. CEI has grown rapidly since its inception in late 2015 and has offices in Australia (Sydney and Melbourne), Singapore and London. During this time, we have developed a strong reputation for applying our research, evaluation and implementation science expertise to solve complex problems.
Position Overview

The Senior Advisor – Impact Evaluation (Quantitative methods) will play a crucial role in leading and managing a portfolio of high-profile research and evaluation projects, working closely with the Director. The portfolio for this role will have an emphasis on impact evaluation using quantitative methods, including a particular focus on hybrid implementation-effectiveness designs and multicomponent research (e.g., implementation, impact and economic) that provides a deep understanding of complex social policy issues with an equity lens. The project portfolio may also include economic evaluation (e.g. cost-benefit analysis), evidence synthesis (e.g. systematic reviews), partnering with implementation practice colleagues on conceptual and practical approaches to measuring implementation outcomes, using measurement to inform continuous quality improvement processes in service delivery or policy implementation, and advancing implementation science through dissemination of new knowledge (e.g. conference presentations, journal articles, web articles).

The Senior Advisor – Impact Evaluation (Quantitative Methods) will also play a leading role in contributing to new business development for CEI (including preparing competitive tenders and grant applications, networking, participating in strategic events) and the development of our CEI team (e.g., mentoring and skill-building).

The ideal candidate will have strong expertise in rigorous quantitative evaluation and research methods, with capacity to translate findings into feasible solutions for government, the service sector, and philanthropic decision-makers. They will be passionate about and committed to ensuring robust research standards are set and maintained and using their skills to improve policy and service delivery that affects people’s lives. They will find CEI to be a highly motivational and energising environment, providing exposure to a wide range of ideas and opportunities, with a supportive culture that embraces social justice, diversity, exceptional quality standards, hard work, and fun. CEI is a learning environment committed to professional development and growth for all team members.

As a global organisation, there may be occasions when work and meetings will be conducted outside regular business hours, and this role may involve working on projects and initiatives across CEI’s offices, i.e., working virtually with our UK or Singaporean teams.

Key Responsibilities

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

1. **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 and deliver impact evaluation projects using hybrid designs, ensuring the most rigorous quantitative methods possible are applied
   - Conduct and/or lead the conduct of sophisticated quantitative analyses of experimental and quasi-experimental evaluations
   - Understand, develop, and apply innovative research methods and designs to evaluation
   - Develop impact evaluation products, approaches, and services in hybrid design to support CEI’s business
   - Implement research and evaluation quality assurance and control processes to meet robust standards and develop templates to assist compliance
   - Participate in CEI’s Methods Lab and provide advice on quantitative methods, evaluation, and monitoring
   - Work effectively with other team members, including providing team leadership and supporting their development, while building your own and their understanding of methods and substantive areas critical to our work
2. Project Management
   - Ensure a deep understanding of client objectives and critical issues
   - Build and manage strong relationships with clients, collaborators and other project key stakeholders
   - Establish and manage project governance, project planning and budgets
   - Manage teams (in CEI and as part of consortia) in delivery of the work on time and to a very high quality

3. 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

4. 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

Position:
   - Superior skills in the design, delivery and reporting of impact evaluations using quantitative methods
   - Expertise in quantitative analysis techniques for experimental and quasi-experimental designs
   - Capability in economic methods and analysis and analysis of implementation using quantitative methods
   - Strong project management skills, ability to establish priorities, set and meet deadlines, and manage budgets
   - Ability to manage and motivate project teams to produce high-quality evaluation deliverables
   - 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 communication skills, both written and verbal, for different audiences including policymakers, practitioners, philanthropists and academics
Personal:
- A high level of integrity and professionalism
- Commitment to the ongoing development of a strong organisational culture
- Motivation, energy and resilience in a fast-paced environment flexibly and adaptably
- Willingness to help to build a learning environment
- Demonstrated ability to show initiative and find creative approaches

Key Selection Criteria

Essential Knowledge or Experience
- Minimum of 7 years’ experience in undertaking quantitative research, analysis, and modelling, ideally including economic analysis
- Minimum of 3 years’ experience in the design and conduct of research and evaluation, including mixed-methods, hybrid design and multicomponent evaluation (i.e., implementation, impact and economic evaluation)
- Minimum of 2 years’ experience supervising or mentoring junior staff, students, 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
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 researchers.