

# Director (Singapore)

February 2024





## Why join the CEI team?

- ✓ **Purposeful impact** Join a team united by the belief that good evidence and effective implementation can transform society.
- ✓ **Culture** Embrace our values-driven culture, celebrating diversity and championing lived experiences.
- ✓ **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 and collaborate 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.



## Why join the CEI team?

- ✓ **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.
- ✓ **Work benefits** Enjoy an extra 5 days' paid annual leave during the Christmas shutdown period, a competitive salary, and extra benefits.
- ✓ **Flexible working arrangements** Our flexible work policies enable you to work from home and compress your work week.



# What our team members say about CEI

## India, Research Assistant and Project Co-ordinator, 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.*

# The role





**As the Director, you will oversee a broad range of CEI projects, develop and strengthen methodological quality and lead business development activities.**

- Be an integral member of the organisation-wide Leadership Team, driving delivery of CEI's vision.
- Oversee and ensure high-quality project delivery, from conception to execution.
- Direct and manage project teams effectively, maintaining project integrity.
- Spearhead business and client development, fostering existing and building new strategic relationships.
- Build a portfolio of fee-paying projects in line with CEI's vision and primary focus areas.
- Champion CEI's strategic direction, influencing both short-term objectives and long-term goals.
- Strengthen organisational capacity, ensuring a smooth operational flow and efficient functioning.
- Co-lead the Singapore team, ensuring we recruit, develop, engage and retain excellent staff working to high standards.
- Grow profile for CEI as a leader in the field and demonstrate thought-leadership in your role.

**Are you a strategic leader with expertise in research, evaluation, and implementation science?**

**Do you have a passion for enacting meaningful, actionable change?**

**Are you ready to steer a global organisation's strategic direction with a focus on innovation and effectiveness?**



## Role purpose

The Director will be a member of the organisation-wide Leadership Team, responsible for driving and facilitating delivery of CEI's vision.

The primary focus areas of the Director are:

1. **High-quality project delivery** – Project oversight and team management, across projects and geographies.
2. **Leading high-quality research** – Ensure standards for high-quality research and evaluation for CEI's work in Singapore and Asia, in partnership with our global Methods Lab.
3. **Business and client development and stakeholder management** – Initiate, cultivate and sustain strategic relationships with organisations and individuals across the region; build institutional profile and grow a portfolio of fee-paying projects aligned with CEI's vision and focus areas.
4. **Strategic leadership** – Contribute to CEI's overall strategic direction, build organisational capacity, and facilitate efficient operations.
5. **Team leadership** – Co-lead the Singapore team, ensuring we recruit, develop, engage and retain excellent staff, working to high standards of rigor.

This role will have regional travel responsibilities, to build relationships and work with partners.



# Key areas of responsibility

## 1. High-quality project delivery

- Expertly lead a project portfolio and project teams, driving quality and impact for all our work.
- Ensure project health and sustainability by assuming operational responsibility for:
  - Establishing and supporting project governance, ensuring appropriate resource allocation and enabling project performance, compliance, and accountability
  - Quality assurance processes
- Ensure financial health and sustainability of the Singapore team and our wider business, through efficient project management and delivery, working closely with the Managing Director.
- Contribute to other CEI projects on an as-needed basis by providing strategic or technical input.





## Key areas of responsibility (cont.)

### 2. Leading high-quality research, including

- Lead the development of research methods and oversee the methodological quality of CEI's research and evaluation in Singapore and Asia, working alongside the CEI Methods Lab, including document review.
- Support the development of CEI-wide standards, tools and approaches to improve the methodological quality and consistency of our work, in consultation with the Leadership Team.
- Identify and support the management and resolution of significant issues related to quality of methods, in consultation with CEI Methods Lab.
- Support efforts to refine and communicate CEI's approach to research and evaluation across products, including in leading implementation of approaches in Singapore.
- Identify developmental opportunities to build the methodological of Singapore staff.
- Support CEI teams in scoping, developing, and communicating research and evaluation proposals, plans, analysis and reports, and identify opportunities to build the methodological knowledge of Singapore staff.
- Supervise members of the CEI Singapore team; support activities to enhance understanding, application, and design of methodologies using relevant models or frameworks.
- Contribute to CEI's Methods Lab as an active member.



## Key areas of responsibility (cont.)

### 3. Business development and thought-leadership

- Co-lead business development in Singapore and the region, ensuring a strong project pipeline and increased median project revenue.
- Lead and/or oversee the development of high-quality competitive tenders and grant applications.
- Build long-term, mutually beneficial strategic partnerships with key sector stakeholders and with national and international partners.
- Use compelling, evidence-informed, and engaging thought leadership to influence stakeholders and the sector.
- Manage complex stakeholder relationships, including with high-profile clients, partners/collaborators and other stakeholders.
- Raise CEI profile in Singapore and the region, including by proactively cultivating a network of key stakeholders.
- Ensure CEI's strong presence in Singapore and the region; represent CEI at forums, conferences and meetings.
- Seek opportunities to share CEI's thought leadership publicly and to contribute to the field.



## Key areas of responsibility (cont.)

### 4. Strategic leadership

- Contribute to the strategic leadership of CEI globally, including operationalising and leading on selected strategic priorities and ensuring delivery.
- In collaboration with the Leadership Team, expand CEI's profile and presence and diversify funding sources.
- Build organisational capacity to thrive, make a real impact, and do so efficiently and sustainably.
- Make strategic contributions to CEI's internal operations.



## Key areas of responsibility (cont.)

### 5. Team and project leadership

- Co-lead the Singapore team as a highly engaged, high-performing and diverse group – closely tracking staff wellbeing and cultivating CEI's culture of staff growth and development, sharing of expertise, and excellent teamwork and collaboration across the organization.
- Co-develop a senior management team and staff group with the right skills, capabilities, experiences and behaviours to support a sustainable business where diversity is valued, and employees thrive.
- Co-direct and oversee the healthy and efficient functioning of the Singapore office, working closely with the Managing Director.



## Key areas of responsibility (cont.)

### 6. Health and safety requirements

- Act in a safe manner always, 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 position competencies

## Essential knowledge and experience

- Expertise and credibility in research and evaluation; ideally also in evidence synthesis and implementation science.
- Significant expertise in the development of research and evaluation methodology, including quantitative methods (minimum 8 years' experience).
- Expertise and credibility in at least two of our key content areas (e.g. mental health, social care and social welfare, parenting, education, youth justice) and a willingness to quickly develop expertise in other areas.
- Advanced written and verbal communication, able to produce engaging outputs for a wide variety of audiences to support effective knowledge translation, and to chair meetings and present to diverse audiences.
- Deep familiarity with the Singapore and wider Asian context, alongside strong networks and established credibility within the Singapore and/or wider Asian social research sector.
- Successful track record of winning new projects through competitive tenders, grant applications and direct approaches from stakeholders; experience in preparing proposals and negotiating contractual terms.



## Required position competencies (cont.)

### Essential knowledge and experience (cont.)

- Advanced client and stakeholder engagement skills and project management skills – including understanding client expectations, resolving conflicts, allocating resources and managing budgets, and motivating and leading teams.
- Advanced team and people management skills, including coaching, mentoring and developing staff, and able to work effectively as a member as well as a leader of teams.
- Successful track record in organisational leadership role and of developing a positive organisational culture.
- Capacity to think and act strategically to support business growth and impact.



# Required position competencies (cont.)

## Personal attributes

- Commitment to diversity, high standards of professional ethics, and evidence-informed practice and policymaking.
- High levels of emotional intelligence, motivation and energy, including a collaborative and engaging style.
- Evidence of a high level of personal productivity and work impact and of thriving in a fast-paced dynamic environment.
- Demonstrated ability to show initiative, solve problems, and analyse and interpret various types of information.
- Values working in a team, and enjoys making a positive contribution to the team's objectives.
- Commitment to learning and to contributing to a learning environment.
- Commitment to the ongoing development of a positive organisational culture.

## Qualifications/Accreditations

- Postgraduate degree in psychology, health, social science, or a related discipline.

# Summary of contract terms

<b>Reporting to</b>	CEO, with dotted line to Managing Director	<b>Work location</b>	Singapore (hybrid)
<b>Contract length</b>	2 years with 6-month probationary period	<b>Time fraction</b>	1 FTE (part time from 0.8FTE upwards will be considered)
<b>Remuneration</b>	Competitive, dependant on experience	<b>Direct reports</b>	2-4
<b>Additional benefits</b>	4 weeks' annual leave, plus 5 days' company leave (pro-rata)  Flexible hours and workplace arrangements, including hybrid office-home working	<b>Working relationships</b>	Internal – member of CEI Leadership Team  External – working closely with clients, stakeholders and partners
<b>Assets</b>	Laptop, mobile phone	<b>Criminal record check</b>	Required
<b>Travel</b>	Occasional regional travel	<b>Working with children check</b>	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.



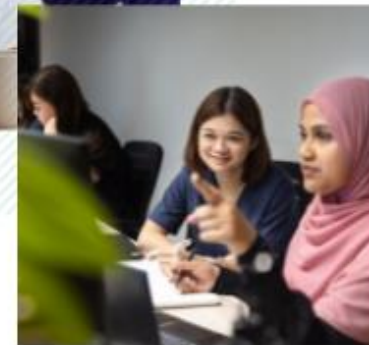
## Our principles

**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



## Establishment of endowed centre for evidence translation in Singapore

- Centre for Children and Families at National University of Singapore (launched late 2020)
- \$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 3-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, UK and Canada



## 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

# 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.

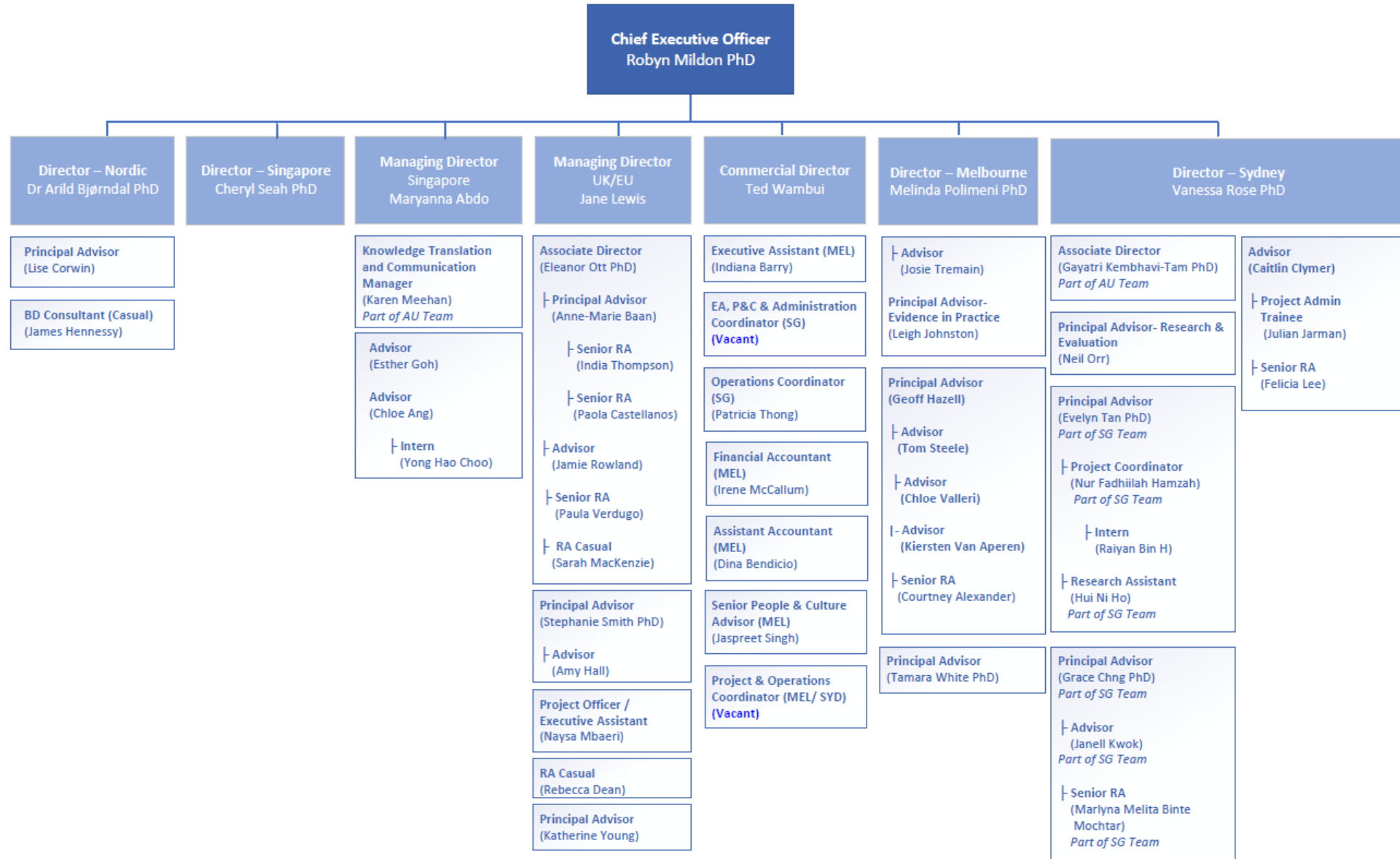
It operates as a collaborative effort, engaging both internal and external experts to guarantee consistency, innovation, and adaptability in our approach.

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





# Our leadership team



Director

Cheryl Seah PhD



Managing Director - UK

Jane Lewis



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



# Our Board



Board Member

**Mel Parks**



Board Member

**Michelle Nightingale**



Board Member

**Niki Ellis**



Chairman of the Board

**Peter Hodgson**



Board Member

**Rod Glover**



## How to apply for this role

Please submit your CV and cover letter highlighting your alignment with the position competencies, in one PDF document.

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.sg@ceiglobal.org](mailto:cei.hr.sg@ceiglobal.org)**

*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 rights to work in Singapore 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.

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

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

