

ANROWS

AUSTRALIA'S NATIONAL RESEARCH
ORGANISATION FOR WOMEN'S SAFETY
to Reduce Violence against Women & their Children

Position description

Position title:	Research and Evaluation Officer
FTE:	1.0
Position number:	
Location:	ANROWS National Office (Sydney)
Reporting to:	Evaluation and Partnerships Manager
Financial delegation:	Nil
Date reviewed:	25 November 2024

Primary purpose of the position

The Evaluation and Partnerships team works with government and non-government partners to design and implement evaluations of policies, programs and other initiatives in the areas of family, domestic and sexual violence.

As Research and Evaluation Officer, your primary responsibility will be to assist the team in the design and implementation of evaluations, using various approaches. You will work closely with your team members to gather and analyse data and contribute to the development of practical, evidence-informed insights for our partners. Your work will contribute to informed decision-making and service-delivery improvements towards ending violence against women and children in Australia.

About the position

This is a full-time position (37.5 hours per week) reporting to the Evaluation and Partnerships Manager and is to be located at the ANROWS National office in the Sydney CBD. The appointment is for a 2 year contract from commencement, with the option to extend beyond that date, subject to continued funding.

Remuneration and benefits

The salary range for this position is \$93,413 to \$99,109 per annum plus 11.5% employer contributions to the employee's chosen superannuation fund, with the option to salary sacrifice. ANROWS staff are entitled to four weeks (or pro rata) annual leave, in addition to personal and sick leave.

Key responsibilities

1. **Contribute to the design of evaluations at ANROWS.** This may include supporting literature reviews, contributing to the preparation and implementation of evaluation planning workshops and supporting the development of logic models, theories of change and evaluation frameworks.
2. **Undertake qualitative and quantitative data collection and analysis and other research tasks.** This may include developing data collection instruments, undertaking data collection (e.g. conducting interviews and focus groups, or supporting the administration of surveys), supporting data management, supporting qualitative and quantitative data analysis, and preparing and coordinating ethics applications on behalf of the evaluation team.
3. **Assist with project management and administration of evaluation projects.** This may include assisting with monitoring of project plans and budgets, coordinating project meetings and workshops, organising data collection activities, and internal and external progress reporting.
4. **Support the communication of evaluation findings.** This includes preparing accessible evaluation reports, synthesis papers, presentations and other outputs to communicate key insights for internal and external audiences.
5. **Contribute to the growth of the Evaluation and Partnerships portfolio.** This may include contributing to, or coordinating proposals and applications for project funding, and supporting the development and continuous improvement of internal tools, templates and processes for the evaluation team.
6. **Work collaboratively with external and internal stakeholders.** This includes maintaining positive relationships with clients, contributing to a positive and effective team dynamic at ANROWS and contributing to cross-team projects, as required.

Selection criteria

Essential criteria

1. Professional experience in evaluation in a relevant sector, including applying evaluation approaches and appropriate methods.
2. Demonstrated research skills that can be applied to evaluation, including experience collecting and analysing qualitative and quantitative data.
3. Experience in project management of research and/or evaluation projects including coordinating tasks, prioritising competing demands and ability to work to agreed timelines.
4. A track record of effective written communication, including preparing research/evaluation reports or presentations for diverse audiences.
5. Well-developed interpersonal and teamwork skills, including the capacity to maintain collaborative relationships with clients and partners.

6. A tertiary qualification or equivalent in a relevant field (e.g. evaluation, psychology, criminology, sociology, public health, gender studies).

Desirable criteria

1. Knowledge of a broad range of issues relating to domestic, family and sexual violence.
2. Experience working with diverse groups, including Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities.
3. Understanding of decolonising and/or Indigenous research methodologies and methods.
4. Ability to travel domestically, as required.

How to apply

Apply via [SEEK](#), [Ethical Jobs](#) or [AES](#).

Please ensure you include all the following in your application:

- Cover Letter
- Resume
- Concise response to each of the selection criteria.

NB: You will not progress to the next step in the recruitment process unless all of these documents are included in your application.

Further information

Please direct questions regarding the position to:

Lauren Hamilton, Evaluation and Partnership Manager

Telephone: 02 8374 4033 Email: lauren.hamilton@anrows.org.au

Closing Date

Applications for the position close at 11:59pm on Wednesday, 11 December 2024.

Applications will be considered by our recruiting panel after the advertised closing date. We anticipate contacting qualified candidates a week after that to interview either in-person or online. Only candidates selected for interview will be contacted. If you have needs that require us to make accommodations during the interview process, please let us know when we contact you to interview.

Criminal history check

The successful applicant will be offered the position subject to a Police Check and Working with Children Check.