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| Position | **Evidence and Impact Adviser** |
| Reports to | **Evidence and Impact Manager** |
| Work level | **4** |
| Group | **Engagement** |
| Team | **Strategy, Policy & Advice** |
| Location | **Onsite at the Hub in Melbourne CBD or Hybrid** |
| Direct reports | **NA** |
| 1. Purpose of the position and link to Strategy 2023+ *Earlier, Easier, Together*
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| The Evidence and Impact Adviser, within the Strategy, Policy and Advice Unit is responsible for providing expert advice and leadership working in collaboratively across the organisation. With a focus on the “Leading” and “Integrity” Goals of Strategy 2023+the position contributes to the community seeing Beyond Blue leading and influencing positive system and social change and demonstrating impact. This role will focus on translating research, knowledge and insights internally to inform our products and services, and policy and advocacy positions and more broadly to share and support change across the system. The position will also support accountability and measurement of impact through advising on both internal and independent evaluations. |
| 1. Key Accountabilities of Position
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| Monitoring and Evaluation* Provide proactive, effective strategic advice and ongoing support to Beyond Blue staff on all aspects of monitoring and evaluation including both quantitative and qualitative methodologies.
* Develop and implement monitoring and evaluation frameworks in line with Beyond Blue performance frameworks.
* Draft Requests for Proposal for external monitoring and evaluation projects, help coordinate procurement processes, and lead tender assessment panels as needed.
* Provide expert advice and guidance throughout the business planning and project management cycle including in inception and work-in-progress meetings, and review and approve data collection tools and draft and final reports.
* Assist in identifying the need for further evaluation and monitoring activities and work with program areas to achieve these.
* Plan and undertake other internal evaluation and monitoring projects and ensure the translation of findings.

Research* Provide proactive, effective strategic advice and ongoing support to Beyond Blue staff on all aspects of research.
* Provide evidence reviews to program teams to inform product and service design, implementation and continuous improvement.
* Provide human research ethics advice to the business as needed.
* Plan and undertake other research projects as required and ensure the translation of findings.

Knowledge Translation* Support the implementation of the Beyond Blue knowledge translation activities.
* Support knowledge management at Beyond Blue and assist in driving evidence- based practice across the business.

Stakeholder Engagement (external and internal)* Ensure the involvement of people affected by depression, anxiety and suicide in evaluation and research activities.
* Work collaboratively with all team members and other teams within Beyond Blue to achieve overall objectives.
* Plan and deliver research and evaluation capability-building activities across the organisation to support learning and continuous improvement.
* Contribute to strengthening internal evidence and impact processes and systems.
* Support a positive working culture and fully participate in learning and continuous improvement activities.
* Contribute to the development and maintenance of networks with external evidence and impact stakeholder.

Project Management * Ensure project management and business as usual activities (including management of relevant budgets) are implemented in accordance with Beyond Blue processes and systems and are in line with company policy and program governance.
* Provide high quality written documents including briefing notes, preparation of contracts and agreements, and project management documentation; provide input into the development of key reports, including Board reports, Beyond Blue external reporting, and ad hoc reports as required.
* Support the maintenance of monitoring and evaluation documentation and systems. Report on budgets for team-led projects as needed.
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| 1. Key outcomes, or desired impact of role, linked to Strategy
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| * We are an evidence-informed organisation and informed by an independent evaluation
* Outcomes Measurement is aligned across all of our operations
* Our funders understand the impact of their investments

KPI’s/Goals are set in the performance review cycles – January to June / July to December as part of our [Thrive Framework](http://bbconnect.beyondblue.org.au/Pages/Performance-Review.aspx).  |
| 1. Core Capabilities
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| Capabilities in our capability framework critical for role success include:* Critical Thinking
* Communicating
* Innovating Mindset
* Partnering
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| 1. Specific Job Competencies
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| Education/qualificationsTertiary qualification in public health, health promotion, social sciences, research or a related discipline Experience / skills* Strong understanding of evaluation and research theories and methods including an understanding of innovative approaches such as developmental evaluation, realist evaluation, implementation science, and outcome measurement for learning and continuous improvement.
* Demonstrated experience in the design, commissioning, conducting, and managing of research and evaluation projects.
* Demonstrated experience undertaking research ideally with quantitative and qualitative analysis skills.
* Demonstrated ability to source and synthesise evidence and establish strategies and processes to ensure the translation of evidence into product and service design and implementation, and program and policy activities.
* Experience in agile ways of working is highly desirable.
* Outstanding interpersonal skills with the ability to effectively negotiate complex projects with multiple stakeholders that hold different perspectives.
* Ability to identify and contribute to continuous improvement of team activities, processes and ways of working.
* High-level communication (verbal and written) skills including the ability to adapt style to the audience.
* Ability to influence with respect and in the spirit of collaboration.
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| 1. Values leadership and our culture at Beyond Blue
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| Beyond Blue Values We all play a part and take responsibility for our impact on Beyond Blue’s culture, in line with our [Values](http://bbconnect.beyondblue.org.au/Pages/beyondblue-Values.aspx).Cultural competency Beyond Blue strives to be a culturally safe and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans. |