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| **osition title** | | | **Research, Evaluation and Monitoring Adviser, Suicide Prevention** | | |
| **Team/Group** | | | Research, Evaluation and Monitoring Team / Strategy, Policy and Reform | | |
| **Work level** | | | 3 | | |
| **Position reporting to** | | | Research, Evaluation and Monitoring Lead | | |
| **Employment Type** | | | Fixed term until 2 September 2022 (parental leave replacement) | | |
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| **Vision, mission and values** |  | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to work with the community to improve mental health and prevent suicide. We aim to achieve this by:   1. Promoting mental health and wellbeing 2. Being a trusted source of information, advice and support 3. Working together to prevent suicide   Beyond Blue’s values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | | |
| **Position purpose** |  | Research and evaluation are central to Beyond Blue’s work and are a key component of our Strategic Plan. Beyond Blue is committed to evidence-based practice and continuous improvement. Our products and services are grounded in research evidence and insights from our community and evaluated for reach, quality and impact. Beyond Blue aims to contribute to the evidence-base for mental health and suicide prevention.  The role of Research, Evaluation and Monitoring Adviser, Suicide Prevention supports the Research, Evaluation and Monitoring Lead and is responsible for supporting Beyond Blue’s research and evaluation activity in suicide prevention. The primary focus of the role is to coordinate the evaluation activity of The Way Back Support Service (TWBSS). | | | |
| **Role dimensions** |  | **Direct Reports** | | | nil |
| **Overall team** | | | 5 (9 in wider team) |
| **Financial Delegation** | | | As per the Delegations of Authority Policy |
| **Key accountabilities** |  | **Monitoring and Evaluation**   * 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 (with a focus on TWBSS National Evaluation). * Work with the TWBSS team, the Commonwealth, State and Territory Governments, service providers and PHNs to define and establish required data needs and data sources for both program monitoring and program evaluation. * Provide proactive, effective, strategic advice and ongoing support to Beyond Blue staff on all aspects of suicide prevention monitoring and evaluation, including both quantitative and qualitative methodologies. * 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 activity related to suicide prevention. * Provide, in a timely and proactive manner, evidence (e.g. literature reviews) to Beyond Blue teams to inform suicide prevention product and service design, implementation, continuous improvement, policy and advocacy, and communications. * Provide human research ethics advice to the business.   **Knowledge Translation**   * Support the translation of findings from TWBSS evaluation into practice * Support the implementation of the Beyond Blue Knowledge Translation Framework. * Support knowledge management at Beyond Blue and assist in driving evidence-based practice across the business.   **Stakeholder Engagement (external and internal)**   * Support and advise the Head of Suicide Prevention and Early Intervention and The Way Back team on data and evaluation requirements, including through the input to information and reporting for project governance committees and stakeholders. * Coordinate internal and external stakeholders for TWBSS evaluation, for the purpose of data, evaluation, reporting and knowledge translation. * 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. * Support the Research, Evaluation and Monitoring Lead to strengthen internal research and evaluation processes and systems. * Support a positive working culture within the Research, Evaluation and Learning team and fully participate in learning and continuous improvement activities. * Work with the Research, Evaluation and Monitoring Lead and Head of Research, Evaluation and Learning to develop and nurture networks with external research and evaluation stakeholders.   **Project Management**   * Work closely with the preferred provider to ensure a positive outcome for TWBSS Evaluation through regular work-in-progress meetings and timely provision of data and other required information. * Work closely with committee Chairs to coordinate the agenda and strategic discussion items for the Data, Monitoring and Evaluation Sub=Commitee and the Aboriginal Advisory Group for TWBSS evaluation. * 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. * Oversee monitoring and evaluation documentation and systems. * Be responsive to additional duties that may arise, as requested by the Head of Research, Evaluation and Learning or Research, Evaluation and Monitoring Lead. | | | |
| **Key behaviours** |  | * We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community * We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work * We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources * We collaborate to provide solutions and options for feedback * We actively listen, and communicate openly and transparently * We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions * We build relationships externally and partner with key external stakeholders for the benefit of the community * We adapt, flex and take an agile approach to plans to meet community need | | | |
| **Qualifications and key selection criteria** |  | **Qualifications and experience**   * A tertiary qualification in a relevant discipline (post-graduate qualifications desirable) with extensive experience in a similar role. Experience in mental health and/or suicide prevention is desirable. * Demonstrated understanding of evaluation and research theories and methods including a strong understanding of innovative approaches such as developmental evaluation, realist evaluation, implementation science, and outcome measurement for learning and continuous improvement. * Extensive experience in the design, commissioning, conducting, and managing of research and evaluation projects in an evaluation, research or non-government organisation. * Demonstrated experience in project management including budgeting and timetabling. * 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.   **Communication and Relationships**   * Proven high-level stakeholder engagement with an ability to establish and nurture effective and positive relationships, internally and externally (including government). * Ability to champion and generate enthusiasm for research and evaluation. * 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.   **Approach to work**   * Well-organised and can work to deadlines with a high level of attention to detail. * Ability to manage complex and competing needs. * Flexible with a “can do” attitude. * Identify potential issues and work with others to deliver innovative and realistic solutions. * Ability to identify and contribute to continuous improvement of team activities, processes and ways of working. * Curiosity, a willingness to learn, and a strong evidence-informed approach to work. | | | |
| **Core Capabilities:** | *Community voice​* | | | Capture community insights, ensure community insights inform our work, test we are having ​ | |
|  | *Community awareness & system change​* | | | Shift to a community centric way of operating, with the community and the need for system change informing how we work​ | |
|  | *Digital Capability Big Blue Door delivery​* | | | Increase our impact and reach across the community, and better understand and respond to community need and deliver personalised support informed by community insights and data. ​ | |
|  | *Agile Leadership* | | | Recognise the need to respond to change and enable more flexible and adaptable use of resources across the organisation. It also enables us to embed our Ways of Working culture . | |
|  | *Sustainable & diverse funding sources and supporting social impact​* | | | Develop a sustainable and diverse funding base, that strengthens our culture of philanthropy. We will invest and spend wisely, and plan for the longer term.​ | |
|  | *Best governance and demonstrating impact​* | | | Balances stability and strong oversight, with dynamic decision-making processes that support responsive ways of working. We will measure our success – and our learnings – and share our insights with donors, philanthropists and government supporters.​ | |
|  | *Partner strategically for maximum impact​* | | | Work with the community, education, business, philanthropy and across government. Our engagement with partners will be purposeful, inclusive, transparent and respectful.​ | |
| **Additional Information** |  | | | **Health, safety and wellbeing**  Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy  **Pre-existing injury**  The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.  **Equal opportunity**  Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.  **Cultural competency**  Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.  **Employment is subject to:**  • A current Police Record Check  • Proof of the right to work in Australia | |