

# Advisor

## Position Description

<b>Reporting to:</b>	Director	<b>Work location:</b>	Melbourne or Sydney
<b>Contract length:</b>	2 years with 3-month probationary period Shorter term fixed contracts may be considered	<b>Time fraction:</b>	1 FTE; part-time appointments of 0.7FTE or above may be considered
<b>Travel:</b>	Yes	<b>Direct reports:</b>	N/A
<b>Driver's License Required:</b>	No	<b>Assets:</b>	Laptop, mouse, keypad
<b>Working with Children Check:</b>	Yes	<b>Working Relationships:</b>	Internal – working closely with CEI staff across projects External – working closely with stakeholders, agency and government partners
<b>Salary:</b>	Competitive rates and salary packaging available		
<b>Other information:</b>	Flexible hours and flexible workplace arrangements are possible		

### About the Centre for Evidence and Implementation (CEI)

The Centre for Evidence and Implementation is a global team of research, policy and practice experts based in Australia, Singapore and the United Kingdom, working with our clients – policy makers, governments, practitioners, program providers, organisation leaders and funders – to:

- understand the evidence base
- develop methods and processes to put the evidence into practice, and

- trial, test and evaluate policies and programs to drive more effective decisions and deliver better outcomes.

We work in collaboration with our global partnership network to ensure that we are accessing and producing only high quality evidence, developed through rigorous and innovative methods including hybrid design methodologies.

As an independent, not-for-profit organisation we are motivated by our mission to improve the lives of children, families and communities facing adversity.

## Role Purpose

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Working closely with senior staff, the role of the Advisor is to manage and deliver a portfolio of CEI project. We anticipate that these projects will relate primarily to effectively implementing evidence in practice. For example, supporting community service agencies to successfully implement evidence-informed practices and service models. You will also contribute to project management, research activities and publications depending on the nature of the project. The Advisor will benefit from a grounding in the implementation science literature and/or experience in providing implementation support for evidence-informed programs and practices in social services settings.

As new opportunities emerge, it is likely the Advisor will lead and contribute to CEI's other key areas of work, and thus the role requires significant flexibility and a diverse skillset.

## Key Areas of Responsibility

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Under the direction of the Director or a Senior Advisor, the Advisor takes responsibility for the following activities:

- **Providing implementation support for evidence-informed programs, practices and interventions:**
  - Keep up-to-date with implementation science literature and apply insights to implementation practice
  - Develop tailored implementation frameworks and methods for a range of clients
  - Coordinate and conduct high-quality training
  - Provide post-training support for practitioners to translate their learnings into practice e.g. coaching, field observation and review
  - Build the capacity of local agency staff and leadership to drive practice change and other implementation efforts
  - Develop and use resources to support implementation in the field e.g. practice fidelity assessments, implementation plans

- Establish monitoring and evaluation processes (including monitoring implementation quality, client outcomes as a result of the program/practice/intervention)
- **Contribute to CEI's thought leadership and knowledge exchange in implementation science and related topics:**
  - Facilitate workshops and deliver seminars and other activities to build the capacity of our partners and stakeholders to understand, use and embed evidence into their day to day work
  - Facilitate sector and community consultation around implementation of evidence-informed programs, practices and interventions, and/or use of evidence in program and policy design and delivery
  - Provide evidence-informed implementation advice to clients and key stakeholders
  - Give presentations and talks to external audiences on topics such as implementation science, implementation in practice, using evidence in program and policy design
- **Project management and delivery:**
  - Adopt the role of Project Manager for selected projects, taking responsibility for developing project plans, managing staff resources and project expenses, liaising with the client, identifying project risks (e.g. contractual issues), coordinating project teams and running team meetings so that the project is delivered on time and on budget, and to a high standard.
  - Support quality project delivery by undertaking activities to a high standard in a timely fashion, such as:
    - Coordinating and scheduling meetings and events
    - Conducting literature reviews and summaries
    - Developing program logics/theories of change for evidence-informed programs, practices and interventions
    - Collecting and analysing qualitative and quantitative data for implementation and evaluation projects
    - Preparing high-quality written reports
    - Preparing and delivering high-quality presentations (e.g. to clients, at conferences)

- Preparing material for CEI publications (e.g. website, newsletters)
- **Business development and stakeholder relationships:**
  - Contribute to or lead the preparation of competitive tenders, project proposals and grant submissions
  - Support the development and maintenance of strong stakeholder relationships
- **Internal operations:**
  - Proactively contribute to CEI's internal operations, activities and processes such as team meetings, knowledge management, and performance tracking.
- **Other duties as required.**

## Competencies

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### Essential

- Postgraduate degree in psychology, social work, or related discipline plus 1-2 years of experience in a relevant content area and a willingness to quickly develop expertise in the other areas, **OR**

Undergraduate degree in psychology, social work, or related discipline plus 3+ years of experience in a relevant content area and a willingness to quickly develop expertise in the other areas.

*Relevant content areas include: child welfare, parenting and families, health, education, housing and homelessness, justice and employment.*

- Experience in the design and/or implementation of evidence-informed practices, programs, interventions or policies in human services.
- Clinical competence in family therapy, behaviour therapy, child development, parenting interventions or other related therapeutic approaches.
- Excellent interpersonal skills and ability to collaboratively engage with a wide range of professionals, clients and colleagues.
- High-level written communication skills, and ability to prepare high quality documents for a range of audiences (e.g. practitioners, policymakers, academics).
- High-level oral communication skills including substantial experience in (and comfort with) delivering training, facilitating interactive workshops and giving oral presentations.
- Demonstrated ability to carry out project work and deliver high-quality outcomes within tight time frames.
- Ability and commitment to using technology to facilitate communication and project delivery, including a sound working knowledge of the Microsoft suite of programs (e.g. Powerpoint, Excel, Word, Outlook).

- A willingness to show high motivation and use initiative.
- Demonstrated ability to work well independently and as part of a team.
- Demonstrated ability take a flexible approach and thrive in a fast-paced environment, sometimes working under pressure.
- Ability to travel within and outside Australia

### **Desirable**

- Familiarity with the principles and practices of implementation science including a strong understanding of related literature.
- Experience in monitoring and evaluation for programs, practices and interventions.
- Prior direct experience supporting the implementation of an innovation (e.g. evidence-informed practices and programs) into a service delivery context e.g. through training and coaching frontline staff, supporting implementation leaders.
- Knowledge of empirical research and current issues relating to child maltreatment, parenting, and/or family violence.
- Experience working in or with Aboriginal communities.