



A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)
ABN 23 082 541 240, 171 Hargreaves Street, Bendigo, 3550

POSITION: Monitoring & Evaluation Officer

REPORTS TO: Strategy & Impact Manager

DIRECT REPORTS: No direct reports. The successful candidate may supervise volunteers and contractors on occasion.

SALARY: Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement, with salary at SCHADS level 4 to 5, based on qualifications, skills and experience. The benefits of tax-effective salary packaging (up to \$30,000 grossed-up per FBT Year) plus access to Accommodation and Meal Entertainment packaging. An additional 3 days ex gratia leave between Christmas and New Year's Day is also provided. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered.

HOURS: 30.4 hours per week (part time) 7.6 hours per day, 0.8 EFT pro rata. Flexible work arrangements are available. Overtime is not payable but flexi-time is available within ARC Justice policy guidelines.

LOCATION: This position can be based in either Bendigo or Shepparton, depending on the candidate's preference. ARC Justice's head office is located at 171 Hargreaves St, Bendigo. The Goulburn Valley Community Legal Centre (a program of ARC Justice) is located at 98 Nixon St in Shepparton. Occasional travel between offices will be required (on a fortnightly basis). A fleet vehicle will be available for this purpose.

COMMENCEMENT DATE: May 2019

HOW TO APPLY: Applications need to include the following documents:

- 1) Resume
- 2) Cover letter including response to the key selection criteria (not exceeding two pages)
- 3) An example of the candidate's writing (e.g. a report, policy brief, research document, or other example of your writing that demonstrates your ability to analyse, synthesise and communicate information to a defined audience).

Please note that applications that do not address the key selection criteria will not be considered for interview. Please address applications to Ms Mim Dineen, Corporate Services Manager, ARC Justice and send via email to recruitment@arcjustice.org.au. Equal opportunity principals will be applied and people from diverse backgrounds are encouraged to apply.

Applications close at **9.am, Monday 29rd April 2019**. Enquiries about the position can be directed to Mim Dineen on [\(03\) 5445 0909](tel:0354450909) or via recruitment@arcjustice.org.au.

OVERVIEW

Organisational Overview

ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systematic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

Vision

An inclusive community built on a foundation of human rights and equality before the law.

Purpose

We promote equality before the law for people in rural and regional Victoria by: providing legal, advocacy and support services; elevating justice as an issue in public discourse; and advocating for systemic change that upholds human rights.

Principles that underpin our work

- **Community:** We serve, build capacity and are accountable to the community to which we belong.
- **Learning:** We are inquisitive and receptive to new ideas, use evidence-based practice and share our knowledge to achieve the greatest impact for our communities. We learn from both our successes and mistakes.
- **Partnership:** We believe partnership and collaboration with individuals, communities and organisations is the only way to create meaningful and sustainable change.
- **People:** We are committed to ethical and sustainable practice that values our people in achieving our purpose.
- **Recognition of First Peoples:** We celebrate the strength, culture and contribution of our First Peoples. We recognise the systemic injustices brought against them, and work in partnership with local Aboriginal communities to bring justice.
- **Respect:** In all of our work, we show respect. We value diversity and acknowledge differences, knowing these strengthen our community.

POSITION OBJECTIVE

The **Monitoring & Evaluation Officer** will play a critical role supporting ARC Justice to strength the use of research, monitoring and evaluation data to inform planning, to demonstrate the impact of our work, and to promote a culture of learning for continuous improvement within the organisation and wider networks.

Working closely with the Strategy & Impact Manager, the position will support evaluation capacity building across the organisation and will have responsibility for coordinating evaluation activities, improving systems and processes for data collection and management. The role will contribute to reports and grant applications, conduct research activities such as legal and housing needs assessments, and policy analysis for advocacy and law reform initiatives.

The successful candidate will have the ability to work collaboratively within and across teams, good attention to detail and problem-solving skills, an understanding of both qualitative and quantitative research and evaluation methods, and the ability to synthesise information and communicate simply and effectively with different internal and external audiences to support learning.

KEY RESPONSIBILITIES

Monitoring, Evaluation & Reporting	<ul style="list-style-type: none">• Contribute to the development and implementation of ARC Justice’s Monitoring, Evaluation and Learning Framework.• Provide technical support and guidance to staff in the design and implementation of project logics (such as Theory of Change) and monitoring and evaluation plans and tools.• Mentor staff and develop tools and templates to strengthen capacity for qualitative and quantitative data analysis and reporting.• Conduct and coordinate evaluation activities, including baseline assessments, project evaluations, client feedback surveys, client storytelling/case study collection, and other activities as required.• Contribute to report writing for internal and external audiences, including monitoring reports for managers, and project reports for funding agencies and partners.• Adhere to ethical evaluation guideline and practice, particularly in relation to the use and management of client data.
Data Systems, Entry & Management	<ul style="list-style-type: none">• Work with administration and paralegal staff to strengthen processes for data management, with a focus on accuracy and consistency.• Assist with data entry tasks, with a focus on improving data quality.• Contribute to the development of protocols for data entry and management in our client management systems (eg CLASS and SHIP).• Conduct data audits to identify and address gaps and inconsistencies in data entry.• Support managers to develop reporting templates and to run data reports in CLASS and SHIP.
Research, Learning & Engagement	<ul style="list-style-type: none">• Conduct and coordinate research activities, including legal and housing needs assessments, policy research and analysis, and other activities as required to support program planning, decision-making, and systemic advocacy initiatives.• Contribute to research reports, educational resources, law reform submissions, and other knowledge and learning products, for a variety of internal and external audiences.• Contribute to grant applications and funding submissions.• Support and facilitate the participation of community members, partners and other stakeholders in research, evaluation and learning activities as appropriate.

KEY SELECTION CRITERIA

Essential (Skills, knowledge, experience)

1. Qualitative and quantitative research and data analysis skills.
2. Experience designing and coordinating project/program evaluations.
3. Experience using computer systems and establishing protocols for data entry, management and analysis.
4. High-level writing skills and demonstrated ability to synthesise and communicate complex information in simple and engaging formats for a variety of audiences.
5. Collaborative approach to working within and building the capacity of a team.
6. A commitment to our organisation’s principles and vision of an inclusive community built on a foundation of human rights and equality before the law.

Desirable (Skills, knowledge, experience, qualification and/or training)

1. Understanding of the social and economic issues that impact on community legal and housing services.
2. Experience working with vulnerable or marginalised community groups, including the facilitation of community-based or participatory research and evaluation activities.

Prerequisites

1. Unrestricted Victorian driver’s license.
2. Clear Police record check (concerning offences of dishonesty and personal safety).