



Position Number: 0098E
Establishment Date: 22 February 2017
This Version: 25 June 2018

POSITION DESCRIPTION

TITLE (this position):	Monitoring & Evaluation Officer
PROGRAMME:	Administration
AWARD/AGREEMENT:	Social, Community, Home Care and Disability Services Industry Award 2010 (MA000100)
CLASSIFICATION:	Level 5
FRACTION (FTE):	0.4 (Part-time)
REPORTS TO (supervisor):	Deputy General Manager
REPORTING TO THIS POSITION:	Nil

Association for Services to Torture and Trauma Survivors

VISION
<p>ASeTTS' Vision is for a more peaceful and just world where human rights are recognised, violations of human rights are challenged, and torture and trauma survivors are supported.</p>
MISSION
<p>ASeTTS aspires to provide holistic services that assist refugee survivors of torture and trauma to rebuild their lives.</p>
VALUES
<ul style="list-style-type: none"> • Client Focus • Inclusion • Respect • Accountability

KEY OBJECTIVE OF ROLE

To support and enhance ASeTTS' work with survivors of torture and trauma through the development of appropriate sustainable monitoring and evaluation systems for ASeTTS' services and programs and through facilitating and/or contributing to relevant agency research. There is a strong focus on data compliance with FASTT National Minimum Data sets and compliance and training for staff as appropriate.

The incumbent reports to the Executive Director. However, the position has agency wide scope and works fully across the entire range of current and at times future programmes. The position consults widely and strategically for input and design of evaluation and research undertakings. The position enables & maintains strong and strategic alliances with research institutions.

RESPONSIBILITIES OF ROLE

KEY:

- In partnership with program staff, ensure the monitoring and evaluation of ASeTTS' services and programs by assisting staff to undertake appropriate monitoring and evaluation processes and, in the case of external evaluations, through the preparation of specifications and provision of quality control.
- Develop and/or adopt appropriate M&E resources and ensure these tools are widely available for staff.
- Continuously contribute to ASeTTS' knowledge and understanding of torture and trauma and its impact and to improve service delivery to survivors of torture and trauma through developing ASeTTS' research capacity and priorities. This includes; fostering research partnerships with appropriate organisations, and increasing the research capacity of ASeTTS.
- Coordinate and monitor ASeTTS' participation in, or collaboration with, research projects to ensure the best interests of ASeTTS and ASeTTS' clients are maintained.
- Contributing to access of current, quality research in the areas of torture and trauma rehabilitation, refugee and forced migration issues, community development, and related fields.
- Identify, extract, analyse and communicate data for ASeTTS' reports, submissions, policy development and funding proposals as required.
- Other duties as required from time to time.

GENERAL:

- A key objective of ASeTTS is to maintain a healthy and productive work environment to enhance service delivery and client outcomes. Therefore it is important for each staff member to be committed to the following:

- Working under ASeTTS' values of client focus, inclusion, accountability and respect.
- Present ASeTTS as a professional and ethical organisation.
- Contribute to the strategic and operational planning of the agency.
- Participate in supervision, meetings, training and events.
- Being flexible and moving between programs and offices as required.
- Participating in research, evaluation and development of new services.
- Contributing to organisational results.
- Being an ambassador for ASeTTS at all times.

SELECTION CRITERIA:

ESSENTIAL:

- Minimum of a Bachelor degree with thesis and/or research experience. A post-graduate research degree and/or additional qualifications in the fields of evaluation and/or research methodology would be an advantage.
- A sound knowledge and understanding of various research methodologies, both quantitative and qualitative.
- Excellent data extraction and analysis skills. Familiarity with client based databases.
- Experience in and knowledge of the monitoring and evaluation of programs and projects and various approaches and techniques which can be employed.
- Demonstrated experience and understanding of the refugee experience and its impact on individuals, families and communities.
- Capacity to work cross-culturally.
- Well-developed planning, organisational and time management skills.
- Excellent oral and written communication skills, including report writing and maintaining program records.
- Computer literate in the Microsoft suite of programs and experience in Client Management Software.
- Current valid driver's licence and access to a motor vehicle.
- Current Police Clearance.
- Working with Children Check Clearance (if required).
- Australian Citizenship, Residency Status or Visa allowing unrestricted work rights.

DESIRABLE:

- Ability to speak a second and/or more languages.

CONDITIONS

- Fixed term appointment.
- Part-time (0.4 FTE), 15.2 hours per week (working days as mutually agreed)
- Level 5, Social, Community, Home Care and Disability Services Industry Award 2010 (MA000100).
- Position is mainly based at the Perth office which is currently located at 286 Beaufort Street, Perth (subject to change). However, the incumbent may be required to work from any of ASeTTS' other metropolitan offices including Mirrabooka or Gosnells or other locations.
- Position is subject to a three month probationary period.
- 9.5% employer superannuation contribution.
- 17.5% loading on annual leave taken.
- Salary packaging is available (PBI status).
- City location (currently free parking is provided but this benefit cannot be guaranteed indefinitely).

CERTIFICATION

The information contained herein is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the position. While this is intended to be an accurate reflection of the current role, management reserves the right to revise the role or to require that other or different tasks be performed as assigned.

General Manager

Date:

I have read and understand the statement of duties, responsibilities and other requirements as detailed in this document.

Incumbent (Monitoring and Evaluation Officer)

Date