

Amaze Position Description

Position Title: Monitoring and Evaluation Advisor	Team: Evidence and Impact
Reporting To: Head of Evidence and Impact	Effective Date: March 2023
Hours: 0.8 full-time equivalent (FTE)	Position type: 12-months (fixed-term)
Salary: \$75,000 - \$85,000 (pro-rata) + superannuation + salary packaging	Location: Work from Victoria Street, Richmond with some optional working from home days
Vaccination requirement: As this position requires work from the Victoria Street office, the successful candidate is to demonstrate triple COVID-19 vaccination status	

About Amaze

Amaze is a leading autism organisation driving change so that Autistic people and their families can live their best lives.

For over 50 years Amaze has been supporting Autistic people and their families. Based in Victoria, Amaze has a national reach and is the home of Australia's national autism helpline – Autism Connect.

Amaze is here for all Autistic people of all ages and works together with the autism community and a broad range of supporters to create a more autism inclusive Australia.

As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs.

A key focus for Amaze is to assist employers to be Autism Positive and create inclusive, sustainable support for autism employment.

Amaze's commitment to Autism Positive Employment

Amaze is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We stay true to our name by hiring 'Amazing' people from a wide variety of backgrounds. After all, we want to be as diverse as the communities we serve. Our inclusive culture helps us to be bold, open to difference, embrace curiosity, and spark positive change in ourselves and others.

Amaze is an **Autism Positive Employer**. We provide support and adjustments, starting with the recruitment process! We nurture an environment that is personally accountable, supportive, psychologically safe, inclusive, and high performing.



About the team

The Evidence and Impact team is a cross-functional team that focuses on building and strengthening Amaze's approach to social impact in an evidence-informed and structured manner. Supporting the delivery of the Amaze Strategic Plan 2022-2026, the Evidence and Impact team will be responsible for information and resources, research, approach to policy and advocacy, as well as monitoring and evaluation in line with a newly developed Social Impact and Evaluation Framework.

About the role

The Monitoring and Evaluation Advisor role will support key work being undertaken to enhance Amaze's culture of being outcomes and impact driven, as well as foster a culture of continuous learning and growth. The role will be responsible for supporting monitoring and evaluation across a range of projects undertaken by Amaze, as well as the evaluation of key business critical functions.

What you'll be doing

Monitoring and Evaluation

- Support Head of Evidence and Impact to develop an organisation wide Outcomes Framework. The Social Impact Framework is Amaze's approach to an integrated measurement tool to track Amaze's impact against its strategic priorities and mission.
- Build and implement monitoring and evaluation tools as required by the Social Impact Framework and individual project requirements.
- Undertake impact and process evaluation of Amaze programs including development of evaluation plans, applying data collection and analysis, and reporting requirements from an evaluation perspective.
- Contribute to advocacy, policy, promotional and information materials from an evaluation perspective.
- Work with cross-organisational project teams to embed monitoring and evaluation findings into service design and delivery.

Reporting

- Prepare clear, engaging, and succinct project and evaluation reports for a range of stakeholders including government and other funding bodies.
- Facilitate reflection and learning with project teams through identifying areas for improvement or review and providing this information to project managers on a regular basis.
- Coordinate with project teams to ensure that data collection happens in a timely manner to meet reporting cycle deadlines.
- Maintain digital dashboards that track metrics across the organisation and its projects.

Stakeholder Engagement

- Work with internal stakeholders to ensure that monitoring and evaluation work is fit for purpose and capturing appropriate data with relevant tools that do not adversely affect quality of program delivery.
- Work with external evaluation consultants and organisations where required to provide data in a timely manner to support external evaluation activities.

- Roll out monitoring and evaluation tools to a range of audiences, including Autistic individuals, parents/carers, professionals, and other partners, in a professional manner as a representative of Amaze.

General

- Other tasks as required, aligned to skills, experience, and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.

What you'll need to succeed

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary qualification in public health, policy, psychology, social or population studies, or disability (preferably with a research / data analysis component) and/or demonstrated equivalent experience.
- Experience in providing evaluation support and report writing for government and other funding bodies.
- Experience with innovative evaluation and reporting methods.
- Experience in a similar role in a NFP (not-for-profit) or government setting.

Knowledge

- Knowledge of public health, peer support or capacity building programs and practices.
- Knowledge of evaluation tools and practice, including program logics, good practice monitoring, and outcomes measurement in a real-world context.
- Autistic community focused with either knowledge of, or commitment to, developing respectful communications with Autistic people and their families and carers.
- **Desirable.** Knowledge of autism.

Capabilities

- Ability to work with quantitative and qualitative data including collection, analysis, and presentation.
- Plain English writing skills.
- Communicates effectively, listens sensitively, and adapts communication to the needs of the audience.
- Well-developed research skills and ability, both quantitative and qualitative, and an understanding of the importance of using evidence to inform practice.
- Ability to facilitate building capability of staff to use and interpret data.
- Ability to prepare clear, concise reports, with attention to detail.
- Proficiency in quantitative data analysis.
- Ability to meet and exceed internal and external stakeholder needs whilst cultivating relationships that secure commitment and trust.
- Ability to work autonomously as well as part of a team, working to achieve effective, productive, and collaborative relationships across the organisation.
- Action-oriented with the ability to logically plan, organise and prioritise multiple projects/priorities to meet timescales and competing deadlines.

- Intermediate to advance skills in the use of Microsoft Office, CRMs (preferably Salesforce), and the utilisation of digital technology or the ability to rapidly acquire the knowledge and understanding.
- High level of maturity and integrity, with personal drive and determination to deliver work on time and to a high standard.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Ability to demonstrate alignment to the Amaze values which are: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, Strengths Based.

Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs where practicable. However, some aspects of the role are non-negotiable. For this role, candidates are required to be able to:

- Work in an open plan environment if working at the Victoria St Office.
- Complete sedentary desk work at a computer.
- Work collaboratively as part of a team.
- Communicate verbally via phone, through video meetings, or in-person.
- Concentrate for extended periods of time, with support if required.
- Change tasks on request with little to no warning.

Other requirements

- A National Police Check and Working with Children Check is required.