

## JOB DESCRIPTION

<b>Position Title:</b>	Policy, Research and Evaluation Manager
<b>Position Type:</b>	Fulltime, Ongoing
<b>Location:</b>	Deakin, ACT
<b>Reporting Relationship:</b>	Director of Governance
<b>Position Classification:</b>	The position is classified at Band F in accordance with the RACR Enterprise Agreement
<b>Remuneration:</b>	\$97,918.49 to \$103,259.16 per annum for full-time plus superannuation and PBI benefits
<b>Reviewed:</b>	5 April 2021

### Roles and Responsibilities:

The Policy, Research and Evaluation Manager has a pivotal role in ensuring Relationships Australia Canberra and Region (RACR) policies and procedures support the organisation to deliver high quality services, meet the organisation's strategic aims, requirements of external accrediting bodies and comply with funding agreements. The Policy, Research and Evaluation Manager is also responsible for designing, advising on and implementing the internal evaluation framework for major Commonwealth and State government programs (currently around 40) and managing and developing our program of research.

In consultation with the Director, Governance, Policy Research and Evaluation Manager is expected to:

- Manage and support the ongoing development and review of RACR's strategic and operational policies.
- Support RACR to maintain accreditation with external standards such as the Child Safety and Wellbeing National Principles and Health and Community Services Standards (including QIC), and advise the senior leaderships team on future activity that contributes to continuous quality improvement.
- Contribute to the evidence-based decision making of the Senior Executive Team by providing advice and input using organisational performance data, evaluation findings and research.
- Develop, implement and continuously review RACR's ongoing program of outcomes evaluation
- Manage and develop a small program of research partnerships that contribute to RACR's understanding of client needs and behaviours with the aim of improved service delivery.
- Contribute to the broader research and evaluation strategy and projects of the Relationships Australia federation.
- Undertake project work with a research or policy basis, as directed by the Director of Governance and the CEO.

- Oversee the development of RACR's community needs analyses.
- Participate in the development, implementation and maintenance of a safe and healthy workplace and take reasonable care to ensure health and safety of oneself and others
- Other duties as delegated.

### **Selection Criteria:**

#### *Essential:*

1. Appropriate tertiary qualifications in social science or other equivalent tertiary research and/or policy qualifications.
2. Demonstrated experience in strategic and operational policy development, research and/or evaluation management.
3. Excellent oral and written communication skills.
4. Experience in managing a small team under strict deadlines with competing priorities.
5. Excellent organisational and time management skills.
6. Experience in working within a multidisciplinary team and ability to demonstrate a cooperative philosophy.

#### *Desirable:*

1. Experience in working for an NGO or government in a social policy setting.

#### *Special Requirements:*

- Must provide current proof of registration for 'Working with Vulnerable People'.
- Current driver's license.
- Capacity to work outside of normal business hours to support RACR services on occasion.
- Commitment to mission and values of RACR.
- Relationships Australia Canberra and Region honours Australia's First Peoples. We have an expectation that every member of staff agrees to work toward their own cultural awareness and fitness and will participate in cultural training and discussions during the course of their working life with our organisation.
- Understand and embed restorative principles in their work and interaction with others.

### **Contact Person**

For further information about the position or application process, please contact Paula Mance, Director Governance on 0434 704 222 or [careers@racr.org.au](mailto:careers@racr.org.au)