

### Position Description

<b>Position Title</b>	<b>Data Analysis and Evaluation Coordinator</b>
<b>Position Status</b>	This is a full time or part time (minimum 4 days) position / Ongoing
<b>Salary</b>	\$100,000 per annum + salary packaging and superannuation
<b>Award Classification</b>	SCHADS Modern Award (Level 5)
<b>Position Reports to</b>	Director of Operations
<b>Position Supervises</b>	Data Support Officer
<b>Date Reviewed</b>	Nov 2022

### About Women's Legal Service Victoria

Women's Legal Service Victoria is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society, driving systemic change and advocating for solutions for equality, safety and economic security. We are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. We use our experience to inform our policy, law reform and education work.

WLSV provides legal services within a multi-disciplinary and trauma-informed practice in the areas of family law, family violence, victims of crime, migration and child protection. Our model incorporates social work and financial counselling to provide wrap-around support to our clients.

### Our Culture

We are committed to our vision of building a gender equitable society.

- We are passionate, collaborative and solution focused.
- We work alongside women experiencing disadvantage, to promote their rights to live free from violence, and make informed choices about their lives.
- We work in a way that is woman-focused, engaging and supporting the whole person and appreciating the complexity of her situation.

### Position Objectives

The Data Analysis and Evaluation Coordinator role focuses on developing the knowledge and capacity required for effective and rigorous monitoring, evaluation and learning in WLSV's programs, services, and project initiatives. The role will work across WLSV to:

- establish monitoring, evaluation and learning frameworks;
- build internal evaluation capacity;

- coordinate and conduct monitoring, evaluation and data analysis to inform and improve service design and delivery.

The work involves evidence-based assessment and reporting on programs, services, activities and impact for learning and continuous improvement and informing WLSV's strategic direction.

## Key Responsibilities

### 1. Monitoring, Evaluation & Learning (MEL) Frameworks

- Advise and guide the leadership team to review and improve MEL frameworks and program logics based on the Theory of Change.
- Work with relevant Managers/Directors to advise, develop, implement and support comprehensive monitoring and reporting frameworks, plans and tools to enable the effective monitoring and reporting of program, project and service activities to ensure alignment with Theory of Change.
- Lead or facilitate the monitoring, evaluation and learning of key programs, services and projects.

### 2. Data Systems and Processes

- Lead the development and implementation of innovative and comprehensive evidence based evaluation processes with a focus on continuous improvement of WLSV's evaluation approach and systems.
- Develop and improve methods/systems for collection and analysis of data, including establishment and revision of appropriate baseline and comparative data.
- Partner with internal stakeholders to build understanding and capacity of monitoring and evaluation activities.

### 3. Data analysis and reporting

- Undertake quantitative and qualitative analysis of data to demonstrate evidence of outcomes and impact
- Working with data sources to extract, analyse and summarise data for periodic and ad hoc reporting and presentation purposes
- Facilitate reflection, learning and action based on evidence and evaluation to improve project and services.
- Present report findings and recommendations tailored to suit a variety of audiences, for example the Board, government agencies, funding bodies, legal organisations, and media.

### 4. Administration

- Support the management of any externally-led evaluations
- Undertake routine tasks related to the role

- Undertaking any other tasks relevant to this role as may be determined by the Director Operations, or the CEO

## Position Requirements

### 1. Skills, Knowledge and Behaviour

The following are sought:

- High level skills in designing and developing evaluation frameworks and data collection methods
- Qualitative and quantitative data analysis skills
- High level Excel skills
- Ability to think critically, informed by an understanding of the organisations' services
- Consultative approach to working with internal stakeholders
- Presentation skills, ability to communicate effectively through written reports which summarise information in a meaningful and accessible way
- Experience in developing and working with program logics/theories of change
- Comfortable and able to learn new software and database systems
- Ability to engage, support, and encourage colleagues in data analysis/data collection methods

### 2. Qualifications and Experience

The following qualifications and experience are required for the position:

- Experience designing and implementing surveys
- Extensive program evaluation experience
- Experience developing program logics/theories of change (desirable)
- Relevant tertiary qualifications (desirable)

## Shared Organisational Responsibilities

Women’s Legal Service Victoria (WLSV) has the following expectations of all employees:

<p><b>Values and Behaviours</b></p>	<p>WLSV works within a feminist framework, which means that we work:</p> <p><b><i>Alongside women</i></b>, promoting ‘power with’ or ‘power for’ our clients, rather than being complicit in a legal system that maintains ‘power over’ our clients</p> <p>In a way that is <b><i>woman-focussed</i></b>, engaging the whole person, appreciating the complexity of her situation and supporting women to address <i>all</i> of their needs</p> <p><b><i>As part of a movement for social change</i></b> to challenge the social, political, economic and legal structures that oppress women. We work as equal partners with everyone with whom we work, recognising their strengths and unique contributions. We take up a leadership role, when we can be most effective by engaging or influencing others</p> <p>It is through this framework, that high quality services are delivered to clients. It also defines how we treat each other as employees.</p> <p>Employees have an important role to play in upholding WLSV’s ethics and values, including the Code of Conduct.</p>
<p><b>Safe Workplace Actions</b></p>	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&amp;S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
<p><b>Policies and Procedures</b></p>	<p>The responsibilities of this position are completed in line with all WLSV policies related to the position.</p>
<p><b>Legislative Framework</b></p>	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position’s team.</p>

## Equal Opportunity Employer

Women from Aboriginal and/or Torres Strait Islander communities, women with disabilities, and women from migrant or CALD backgrounds strongly encouraged to apply.

Women’s Legal Service Victoria (WLSV) is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce and we strongly encourage Aboriginal and Torres Strait Islander people to apply for positions within our organisation. It is a key priority of our Reconciliation Action Plan to support principles of self-determination by increasing Aboriginal employment at WLSV. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of Aboriginal and Torres Strait Islander people in achieving a culturally safe and responsive service for our clients.

## Child Safety

Women's Legal Service Victoria (WLSV) is committed to protecting children and vulnerable people who have contact with our service. It is a condition of employment for all staff to have a Working with Children Check. This must be provided at the time of appointment, and maintained for the duration of their employment.