## Position Description

**Position title**  
Education Performance and Evaluation Lead

**Team/Group**  
Education & Families

**Work level**  
4

**Position reporting to**  
Head of Education

**Employment Type**  
1.0 FTE (fixed term until 30 June 2021)

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**Vision, mission and values**  
Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.

Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.**

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**Position purpose**  
The Education Performance and Evaluation Lead is responsible for leading all evaluation activities associated with Be You and Beyond Blue’s broader education program.

This role will lead the translation and synthesis of key insights and learnings from all evaluation and research activities to support continuous improvement of Be You, inform Beyond Blue’s education policy, and to influence systems change and to activate the adoption and sustainability of Be You and Beyond Blue’s broader education program.

This role will be responsible for performance and quality assurance measures and monitoring systems across Be You and Beyond Blue’s education program; and provide support to Heads and Senior Leadership in strategy planning and development.

The Education Performance and Evaluation team will be responsible for managing all reporting, and key governance functions including the Project Steering Committee.

Reporting to the Head of Education, this role will work closely with the Education Policy and Strategic Relations Lead, Education Engagement Lead, and all teams across Be You Delivery and Be You Major projects.

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**Role dimensions**

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<tr>
<th>Role dimensions</th>
<th>Direct Reports</th>
<th>Financial Delegation</th>
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<tbody>
<tr>
<td><strong>Overall team</strong></td>
<td>Education Evaluation Advisor (x 2), Education Governance and Reporting Advisor, Education Performance and Evaluation Coordinator</td>
<td>As per the Delegations of Authority Policy</td>
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**Key accountabilities**

**Evaluation**

Oversee the evaluation activities associated with Be You and Beyond Blue’s broader education program to enable accurate, timely and robust information for monitoring the effectiveness and outcomes, ensuring delivery is to agreed timelines and budget. Activities include:

- Be You independent evaluation
- Pilbara and Kimberley project evaluation
- Postvention service evaluation
- Annual educator market research studies
- Annual Be You educator surveys

Be the key decision maker about the performance and evaluation activities.

Lead the development and implementation of Beyond Blue’s Education Performance and Evaluation Steering Group to ensure meaningful collaboration and engagement with key internal and external stakeholders.

Support the development and implementation of Education Voices consultation and engagement strategy to enable the gathering of meaningful learnings and insights to support Be You and Beyond Blue’s broader education program.

**Performance and Reporting**

Develop and implement data and reporting strategy to ensure streamlined approach to reporting that provides timely information to inform strategic and operational decision making.

Support to Heads and Senior Leadership in strategy planning and development.

Lead all reporting activities associated with Be You and Beyond Blue’s broader education program including the timely submission of all Department of Health contract deliverables.

**Stakeholder Engagement (external and internal)**

Lead the development of high-level briefings for Beyond Blue Chair, Board Directors, the CEO, GM and others for key education events, conference and stakeholder meetings and presentations.

Enable effective stakeholder engagement and relationships with key subject matter experts to support the Education Performance and Evaluation functions.

Represent Beyond Blue publicly at conferences, events and meetings with key stakeholders.

Work collaboratively with all team members and other teams within Beyond Blue to achieve overall objectives.

Actively participate in all meetings with stakeholders.

**Governance**

Oversee the secretariat support activities for the Project Steering Committee. The Education Performance and Evaluation team is responsible for logistics, preparations, briefings and secretariat support.

Support the development and implementation of the Quality Integrity Framework to ensure consistent and quality service to Be You users.

Support operational planning across the team.

Lead the coordination of risk management workshops (including Pre-Mortem Workshop) to support Be You and Beyond Blue’s broader risk management.
processes. Initiate and manage related escalation and risk management processes.

**Project Management**

Ensure project management and business as usual activities (including management of function budget) are implemented in accordance with Beyond Blue processes and systems and are in line with company policy and program governance.

Provide high quality written documents including briefing notes, preparation of contracts and agreements, and project management documentation; provide input into the development of key reports, including Board reports, Beyond Blue external reporting and ad hoc reports as required.

Be responsive to additional duties that may arise, as requested by the Head of Education.

**Key behaviours**

Provide leadership across Be You and Education program as a key member of the Education leadership team.

Motivate and actively manage a team of up to four staff, including resource planning, providing appropriate support, developing staff work plans, professional development and performance reviews.

Maintain effective relationships with key internal and external stakeholders across education, health and mental health to ensure the meaningful engagement.

Support a culture of performance and evaluation within the Be You and Education team through the provision of advice and support, professional development and other capacity building initiatives as required.

Foster a culture of customer service and continuous improvement approach.

**Qualifications and key selection criteria**

**Essential**

A tertiary qualification in a relevant discipline

Proven leadership skills and ability to build culture and a high performing team.

Demonstrated experience in development and managing evaluation initiatives and working with internal and external stakeholders to support the successful design, implementation and completion of evaluation projects.

Proven experience in performance management and reporting, including quality standards and continuous improvements activities.

Proven high-level stakeholder engagement and relationship development skills with an ability to establish and maintain effective positive internal and external relationships, liaise with stakeholders, and influence their knowledge and/or actions.

Experience in establishing learning and feedback systems to ensure continuous program improvement.

Advanced written and verbal communication skills with ability to readily adapt to communicating effectively to any given audience.

**Desirable**

Experience working on mental health promotion initiatives.

Experience working in education settings.
Experience in strategic communications.

### Additional information

**Health, safety and wellbeing**
Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.

**Pre-existing injury**
The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.

**Equal opportunity**
Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.

**Cultural competency**
Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.

**Employment is subject to:**
- A current Police Record Check
- Proof of the right to work in Australia