**Position title**  
Evaluation and Research Advisor

**Team/Group**  
Strategy and Policy

**Work level**  
3

**Position reporting to**  
Head of Research and Evaluation

**Employment Type**  
Maternity Cover Contract (Nine months)

**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.**

**Position purpose**
The primary purpose of the Evaluation and Research Advisor is to support the evaluation and research activities that occur across Beyond Blue. Our projects, programs and services are based on rigorous formative research and our programs are evaluated for reach, quality and impact. In addition, Beyond Blue supports research that enhances our understanding of depression, anxiety and suicide and ways to prevent or manage these conditions through policy, practice and behaviour change.

**Role dimensions**

<table>
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<tr>
<th>Direct Reports</th>
<th>NIL</th>
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<tbody>
<tr>
<td><strong>Overall team</strong></td>
<td>Three Evaluation and Research Advisors.</td>
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**Financial Delegation**  
NIL

**Key accountabilities**

**Evaluation:**
- Provide strategic advice and ongoing support to Beyond Blue staff on all aspects of evaluation, with an emphasis on supporting project and program managers in the successful external or internal evaluation of their projects, programs and service.
- Support a culture of evaluation within the organisation through the provision of professional development and other capacity building initiatives.
- Contribute to the implementation of the Beyond Blue Performance (Outcomes) Framework including supporting the collection, analysis and reporting of relevant output and outcome data.
- Contribute to the scheduled independent external evaluation of Beyond Blue as required.
- Identify and implement future evaluation activities and approaches that support evidenced-informed practice and continuous quality improvement across the organisation.
• Using evaluation insights and learnings provide strategic advice across the organisation to ensure continuous improvement.
• Review, advise and recommend approval of draft and final evaluation reports
• Source data and other information to support evaluation activities across the organisation
• Support the implementation of the Beyond Blue Evaluation Policy and Procedures

Research
• Provide strategic advice and ongoing support to Beyond Blue staff on all aspects of research, with an emphasis on supporting project and program managers in the successful commissioning and oversight of Beyond Blue’s strategic research projects.
• Contribute to evidence-informed practice within Beyond Blue by sourcing and sharing relevant research articles and contributing to rapid reviews of research literature to assist others in their role.
• Contribute to knowledge translation by supporting the internal and external dissemination of research findings to a broad audience through multiple communication mechanisms.
• Provide secretariat support for the Beyond Blue Research Advisory Committee.
• Provide coordination and administration support for NHMRC and ARC partnership projects.
• Support the implementation of the Beyond Blue Research Strategy 2020 – 2023.

Other
• Enable the involvement of people affected by depression, anxiety or suicide in our evaluation and research activities.
• Maintain documentation and databases for all beyondblue funded research and evaluation activities.
• Develop and report on research and evaluation program budgets.
• Support the Head of Research and Evaluation in other activities as required.

Qualifications and key selection criteria
• A tertiary qualification in health, behavioural or social sciences (postgraduate qualification is desirable) that included social research or evaluation components.
• Qualification in evaluation would be advantageous (but not essential).
• Willingness to commit to and work inline with the Beyond Blue Values
• Demonstrated experience in the design, commissioning or conduct of a broad range of formative, process, summative and economic evaluation projects.
• Demonstrated experience in the design, commissioning or conduct of research projects with an emphasis on participatory models of research.
• Experience in commissioning evaluation and research.
• Demonstrated experience in working with internal and external stakeholders to support the successful design, implementation, and completion of evaluation and/or research projects
• Demonstrated experience in project management including budgeting and timetabling.
• Ability to source and summarise data and research evidence to guide project and policy design
• High-level writing skills that can be applied to the development of a range of documents and publications.
• Ability to source and summarise data and research evidence to guide project and policy design.
• 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.

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<tr>
<th>Additional information</th>
<th>Health, safety and wellbeing</th>
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<tbody>
<tr>
<td></td>
<td>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</td>
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<tr>
<td>Pre-existing injury</td>
<td>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</td>
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<tr>
<td>Equal opportunity</td>
<td>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</td>
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<td>Cultural competency</td>
<td>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</td>
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<tr>
<td>Employment is subject to:</td>
<td>• A current Police Record Check</td>
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<td></td>
<td>• Proof of the right to work in Australia</td>
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