

# EVALUATION MANAGER - SYDNEY OR BRISBANE



**Do you love data?**

**Do you have a mind for designing and delivering evaluations using government administrative datasets and surveys to understand what change has occurred and how government policy or programs have contributed to this?**

**Are you interested in managing teams and building their capacity to deliver robust and policy-relevant evaluations?**

We are seeking a **permanent, full-time evaluation Manager located in our Sydney or Brisbane office** (with work from home options available).

To qualify, you will need to have a **relevant undergraduate and/or post graduate degree, have specialist quantitative data collection and analysis skills, and 6-8 years relevant consulting (or equivalent) experience.**

## ABOUT ARTD

ARTD Consultants works for a range of not-for-profit and government clients in a range of policy areas. We help our clients to think critically and creatively about what they do, plan new approaches and assess and communicate what they have achieved. Our projects range from service design and redesign, through monitoring and evaluation.

We recognise the value and rights of people with lived experience to shape the policies and services that affect their lives. In particular, we recognise the right of Aboriginal and Torres Strait Islander people to self-determination. We work in partnership with organisations and communities – listening deeply and using tools and techniques that enable different voices to be heard.

Our offices are in Sydney, Melbourne and Brisbane. [Find out more.](#)

## ABOUT THE ROLE

An ARTD Manager works as part of a team, with responsibility for managing policy and evaluation consultancy projects to meet client requirements and achieve income targets. A Senior Consultant or Manager also contributes to winning new business, supporting professional growth of staff, building our capacity and the quality of our services.

Managers take a lead role on large and complex projects. Responsibilities include:

1. Contributing to/ prepare tenders for projects with the support and oversight of a Director – these will often be requests to evaluate government policy and programs
2. Establishing and managing professional relationships with clients
3. Managing consultancy projects in line with ARTD's guidelines, ensuring they meet budget, timeframe and quality standards, with the support of and accountability to a Director. This includes:
  - Administering the contract
  - Developing and maintaining a project plan in consultation with the team
  - Maintaining project plans and budgets using our internal project management platform
  - Coordinating project activities to ensure the achievement of agreed milestones
  - Ensuring the quality of analysis and deliverables
  - Monitoring risks and working with Directors to mitigate or manage these
  - Finalising the project to the client's satisfaction.

4. Contributing professional expertise to consultancy projects as a member of project teams
5. Achieving your agreed annual consulting target income
6. Coaching and contributing to capability-building for other staff
7. Contributing to ARTD as a learning organisation, drawing on your specialist knowledge
8. Maintaining records required for ARTD's administration, quality and reporting systems
9. Undertaking other duties as assigned by Directors.

## SELECTION CRITERIA

You are passionate about improving outcomes for people accessing government and non-government services. You have strong critical thinking and problem-solving skills to apply to this challenge. You approach the world with curiosity, a commitment to listening deeply and understanding diverse perspectives. You value collaboration and work well as part of a team.

Specifically, for this role you must have strong quantitative research design and analysis skills and will have relevant a relevant undergraduate and/or post graduate degree and 6-8 years relevant consulting (or equivalent) experience and:

- demonstrated quantitative capability and experience in
  - designing or contributing to designing evaluations (including quasi-experimental)
  - designing analysis plans for administrative datasets
  - appraising data collection systems and tools and providing a perspective on quality and necessary remediation steps
  - designing and strengthening data collection tools (surveys) to meet evaluation needs
  - statistical analysis of administrative and survey datasets
- experience in client relationship management
- skills in project management, including an ability to manage time and teams across multiple projects, plan work to meet deadlines and work effectively under pressure
- demonstrated capability in effective communication and report writing
- demonstrated commitment to building analytical capability within your team and in the company more broadly.

Ideally, you will have experience in evaluation (and understand the difference between research and evaluation). But, if you are an experienced quantitative analyst with project management skills and an interest in applying your skillset to evaluation, we want to hear from you.

## CONDITIONS

The base salary range for a Manager is between \$105,000 to \$130,200 (including superannuation) depending on qualifications, skills and experience. Additional to the base salary, ARTD pays a bonus of 10% or a super bonus of 15% of your salary dependent on meeting our company performance targets.

We offer attractive conditions, including:

- bonus holiday leave between Christmas and New Year's Day
- a focus on work/life balance, staff wellbeing, flexible working arrangements and reasonable work hours
- regular coaching, mentoring and on-the-job learning
- annual professional learning and development budget, as well as regular in-house learning sessions
- paid study leave

- the opportunity to be involved in operational committees, and provide input into ARTD's strategy and future planning
- access to free professional counselling sessions (Access EAP)
- opportunity to provide pro-bono support for community and social justice outcomes

### **TO APPLY**

Please phone our Operations Manager, Sarah Schofield on 0449 689 331 to discuss the application process.

Applicants who cannot specifically address their alignment with the position description, experience and competencies will not be considered for the role.

Application process closes on **July 4, 2022.**