

## **ROLE DESCRIPTION**

**Role:** Monitoring and Evaluation Manager

**Line Manager:** Head of Policy and Programs – Jesse King

**Team:** Monitoring and Evaluation

**Number of reports:** 2

**Employment status options:** Full-Time

**Location options:** Gadigal Country (Sydney Office) Whadjuk Noongar Country (Perth office) and/or Remote - Hybrid

**Indigenous Identified:** Yes

### **What is my main purpose in this role?**

- Your primary objective is responsible for leading and coordinating all monitoring and evaluation (M&E) activities across Aurora's programs to:
  - Facilitate continuous improvement in program design and delivery;
  - Measure, assess and report on our impact;
  - Increase accountability to our stakeholders (Aboriginal and Torres Strait Islander people and communities, funders, donors, supporters and partners).

### **What does success look like in this role?**

- Currency, accuracy and quality of data
- Cultural sensitivity of data collection methods and reporting
- Quality and timeliness of reports
- Internal stakeholder feedback
- Contribution to team dynamics and performance
- Alignment with Aurora values.

### **What are my key responsibilities?**

- **Monitoring and Evaluation Program**
  - Develop and implement an overall M&E framework to ensure robust, timely and consistent M&E process across Aurora's programs
  - Develop and implement a Monitoring and Evaluation plan for each individual program with relevant data collection systems to track program progress and capture data at process, outcome and impact level
  - Work with program staff to ensure the collection of relevant and appropriate data for use in monitoring strengths, weaknesses and gaps in programs and for reporting on funder commitments.

- Review the quality of existing data and data collection methods in program areas, and the degree to which they provide good baseline data for impact evaluation.
  - Lead the analysis of qualitative and quantitative data, including identifying key trends to inform future program directions.
  - Lead the ongoing design and implementation of the RISE Monitoring and Evaluation Framework.
  - Develop regular reports on data tracking to inform program managers and partners of program progress.
  - Provide advice on M&E methodologies, including on culturally appropriate data collection tools, storage and analysis methods, and reporting on Aboriginal and Torres Strait Islander students' success.
  - Support and guide program staff to develop and update logic models and ensure consistency across program areas.
  - Where necessary, commission external M&E services.
- **Stakeholder Engagement**
    - Work with the Development Team to understand stakeholder engagement requirements including timeframes for data collection, analysis and presentation.
    - Establish and maintain relationships with program partners, funders and other stakeholders.
    - Work closely with the Development Team to provide input into funding proposals, funding reports / acquittals, publications and presentations.
    - Develop and the strengthen the partnership with ANU as academic partner of RISE
- **Knowledge Management**
    - Design and maintain electronic libraries for all M&E work including methodologies, logic models, data and reports.
    - Support the governance and analysis of data across programs to ensure consistent and accurate use and understanding of definitions and reporting rules.
    - Develop Indigenous Data Governance mechanisms and protocols to support the creation, management and use of Indigenous data generated through the RISE project
    - Promote the use of learning from evidence and evaluation and facilitate their use in process improvements, planning, and strategy.
    - Convene communities of practice to drive organisational learning and contribute to building the evidence base on best practice approaches to supporting Aboriginal and Torres Strait Islander students and scholars.

- Keep abreast of new approaches and tools on M&E and incorporate into organisational processes and systems.

*Aurora values the contribution of each team member's unique skills and expertise toward achieving its objectives. The organization is committed to supporting employees in identifying opportunities for growth and improvement, sharing their insights, and adding value wherever they can.*

*Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.*

*Aurora is an EEO employer that welcomes applications from people who have a disability, are LGBTIQ+, and people of culturally diverse backgrounds.*

## **Other requirements of the job.**

### **Cultural Safety**

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
  - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
  - Actively reflecting critically on the potential for one's own unconscious bias;
  - Continuously supporting reform (internally and externally) to ensure procedures, processes and program practices are culturally safe.

### **Child Safety / Working with Vulnerable People**

- Maintain the National Child Safety, Code of Conduct and Procedure.
- Work with internal staff and external advisors to provide internal training and advice on child safety matters.
- Role model the required behaviours including:
- Providing a welcoming and safe environment for children and young people.
- Promoting the safety and well-being of children and young people associated with the program.
- Interacting with children and young people in ways that are positive and safe.
- If required, provide adequate care and supervision of children and young people associated with the program.
- Acting as a positive role model for children and young people.

- Report to an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.
- Manage reports of any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

### **Organisational Participation**

- Work with the Executive Group to understand and meet the strategic aims of the organisation.
- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

### **What will make me successful in this role?**

- **Purpose and values**

- To align with our vision that supports Aboriginal and Torres Strait Islander students to realise their full education and employment potential.
- To uphold our core values of respect, collaboration, accountability, and impact.
- To promote cultural, psychological, and child safety, and encourage an inclusive and supportive environment.
- To be a leader who prioritizes purpose and people, and is dedicated to achieving excellence, promoting well-being, and fostering personal and professional growth.

- **Experience**

- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families. Provide regular reporting as required.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- A strong eye for detail and task orientation.
- An aptitude to work towards multiple deadlines in a calm and measured manner.
- Strong verbal communication and interpersonal skills, with an ability to collaborate across teams.
- Well-developed written communication capabilities.

- Ability to balance taking direction and exercising initiative.
- Previous experience working in the community and/or educational sector
- Relevant tertiary qualifications – Research, Development and Indigenous Education is highly regarded

- **Skills**

- To take initiative in developing improvement plans as needed, aligned with the organizational strategy, needs, and capabilities.
- To effectively communicate, collaborate, and coordinate with others to achieve shared objectives.
- To be open to receiving feedback and continuously learning and growing.
- To be proactive, self-organized, and capable of working independently.
- To embrace creativity and encourage diverse thinking and working approaches.
- To be adaptable to change and responsive to the shifting priorities and requirements of the organization.
- Strong MS Suite, SharePoint and Dynamics or similar CRM skills

*\*All employees must have a working with children check (WWCC), police check, and references. Aurora will inform candidates/employees when checks are conducted. Aurora will cover these expenses.*

### **What are the benefits when working at Aurora?**

- To be inspired by our purpose, leaders, and team members, with 93% of our team members recommending Aurora as an excellent place to work.
- To experience a culture of psychological and cultural safety, with 96% of team members viewing Aurora as an inclusive organization.
- To have a healthy work-life balance, with a hybrid work model, "No Meetings Fridays," SONDER, Aurora's health and wellbeing companion, and access to Headspace. We also offer policies that support employees' personal and professional goals, such as study leave, cultural leave, and parental leave.
- To have opportunities for personal and professional growth, with multiple training sessions, Yarns with Elders and mentors, and internal development programs.

- We offer a competitive salary. Your salary would be between **\$100,000 and \$120,000** depending on your experience + super (11%) + Non-for-Profit salary package (<https://eziway.net.au/>).

## LET'S TALK!

If you want to have a confidential conversation about this role, please contact [PC@aurorafoundation.com.au](mailto:PC@aurorafoundation.com.au) we will be delighted to speak with you.

To know more about Aurora Education Foundation please visit

<https://aurorafoundation.com.au/> or follow us    

Artwork created by our Aurora High School Program Students