JOB DESCRIPTION

The Fred Hollows Foundation

Role Information			
Job Title	Senior Program Officer - Development Effectiveness	**Division / Location**	Indigenous Australia Program Darwin, Australia
Date	October 2017	**Career Band**	Professional
Employment Type	Full time, Permanent	**Role balance guide**	**People:** 20% **Operations:** 30% **Technical:** 50%
Name	Vacant		
Role summary	The Senior Program Officer - Development Effectiveness is accountable for ensuring a high standard of programmatic monitoring and evaluation for Indigenous Australia Program (IAP). Key areas of accountability include: • Support the IAP program to integrate monitoring and evaluation activities • Support the IAP to develop capacity to monitor and evaluate projects • Knowledge sharing and learning • Team contribution • Values and Behaviour • Health, Safety and Wellbeing • Child Protection		
Reporting & Requirements	• **Reports to:** Development Effectiveness Coordinator • **Member of:** Indigenous Australia Program team • **Required to:** Undertake travel as required		
Role Relationships	**Relationship with Manager** • Manager assigns tasks and is accountable for performance and development	**Works with these roles** • IAP and Programs team • Assistant Manager, Advocacy, Engagement and Development Effectiveness • Knowledge and Innovation Division • Policy officer - Advocacy, Engagement and Development Effectiveness	

Core accountabilities

Support the IAP program to integrate monitoring and evaluation activities

- Contribute towards the development and implementation of systems, processes, policies and practices required to efficiently embed evaluative thinking, use evaluation findings in the project cycle and communicate results for decision making purposes
- Utilise variety of mechanisms to build reflection opportunities into existing systems
- Collaborate with other divisions to ensure communication flow & systems align with organisational requirements
- Liaise with M&E expertise in partner organisations to align systems & processes
- Support the collation of the annual targets and quarterly outputs from the IAP to meet the obligations from the Global Development Effectiveness and Program Development teams
- Ensure evaluation results are communicated appropriately and are available to influence project management decisions
- Develop mechanisms for engaging partners with M&E
- Systematically assess the evaluation capacity building approach on the IAP

Support the IAP to develop capacity to monitor and evaluate projects

- Apply monitoring and evaluation methodologies and analytical skills.
- Undertake quantitative and qualitative data collection and analysis.
- Develop systems to manage and disseminate monitoring and evaluation information
- Support skill development of IAP in relation to M&E
- Support IAP to engage with internal and external expertise.

Knowledge Sharing & Learning

- Contribute to development of program logic for programs & monitoring tools that will enable synthesis of results across programs
- Undertake operational research based on M&E findings to contribute to developing our understanding of impact of programming
- Support Management Team with strategic advice, planning information and support as required
- Undertake meta-analysis of results to support planning and decision making processes

Team Contribution

- Constructively contribute and collaborate with all colleagues
- Delivery high quality work that supports our global operating environment
- Demonstrate compliance with all legislation and The Foundation's policies and procedures

Values and Behaviour

- Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand
- Actively support The Foundations commitment to the principles of diversity, inclusion and EEO
- Actively demonstrate the organisational values:
  Integrity: We stand up for what is right
  Collaboration: We are stronger together
  Empowerment: We make a difference
  Action: We focus on results

Health, Safety & Wellbeing

- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation
- Cooperate with all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation

Child Protection

- This position is recognised as having "contact with Children", either direct or indirect

Person Specification		
	Essential	**Desirable**
Qualifications, Experience and Knowledge	• Degree in a related field. • Demonstrated ability to communicate with Aboriginal and Torres Strait Islander peoples and understanding of health issues effecting Aboriginal and Torres Strait Islander peoples. • Practical experience in undertaking and coordinating monitoring and evaluation in a development setting • Demonstrated practical application, development and coordination of development effectiveness systems, tools and techniques. • Demonstrated ability to maintain positive public relations with external stakeholders and partners.	• Knowledge of public health, health systems strengthening or eye health would all be relevant and related research tools. • Previous experience within a not-for-profit organisation.
Skills and Attributes	• High level ability to build and maintain internal and external partnerships and relationships. • Demonstrated high level written and verbal communication skills. • Demonstrated ability to work in diverse circumstances in a culturally appropriate manner. • Demonstrated integrity and commitment to The Foundation's Strategy and Guiding Principles. • Initiative, flexibility and demonstrated drive to achieve results. • Strong monitoring and evaluation, analytical and program effectiveness skills. • Extensive understanding and experience of quantitative and qualitative data collection and analysis. • Experience in the development of systems to manage and disseminate monitoring and evaluation information. • Work inclusively and collaboratively across the IAP and The Foundation. • Ability to work under pressure and meet tight deadlines. • Demonstrated ability to work effectively in a small team with limited support and respond and easily adjust to changing work demands.	• Ability to contribute to strategic planning in a growing not for profit organisation.
Other	• Eligibility to work in Australia • Preparedness to undergo background checks including Criminal records check and qualifications check • Preparedness to undergo an additional working with children check for positions which have been identified as having access to Children • Availability to travel domestically and internationally	

This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details