Monitoring, Evaluation and Learning Officer Position Description

Position Title	**Monitoring, Evaluation and Learning Officer**
Salary and superannuation	**$80-90,000 pro rata with superannuation at 9.5%**
Reports to	**Monitoring, Evaluation and Learning Officer Lead**
Location	**Home office, anywhere in Australia**
Capacity	**0.6 FTE - 2 year fixed term contract, with possibility of extension depending on performance and funding.**

BACKGROUND

Collaboration for Impact exists to create a more equitable and inclusive Australia where people, place and planet thrive. Our purpose is to build a powerful movement of people able to change systems and drive large-scale impact.

We believe in a society that is able to solve complex challenges, seize opportunities and thrive, with communities at the centre of the decisions that affect them. We believe in a society that acknowledges and values the resilience, knowledge, wisdom and teachings of the oldest living culture on the planet. We are helping create this future by:

- Increasing the capacity of changemakers everywhere to think and act systemically
- Building the collaborative capacity required to address Australia's unreconciled history of colonisation

Kerry Graham and Liz Skelton founded CFI in 2015 to provide direct capacity building support to collaborations. CFI is now an established network of leading practitioners in collaboration and systems change who provide capacity building to over 40 initiatives nationwide. CFI has experienced extraordinary growth over the past few years, transitioning from a core team of two Directors and General Manager to a team of 12 staff and a network of 25 practitioners. CFI is now a leading intermediary in the field of systems change. We have established strong national and international partnerships, and have developed and curated world class learning platforms on collaboration and systems change in Platform C and Deep Collaboration. These platforms are in their first iteration and are gearing up to provide ongoing learning, knowledge sharing and practice development across Australia.

Supported by philanthropic investment, CFI has a 3 year strategy to develop the foundations for greater impact in 2020/2021, transition to a sustainable business model by 2023, and scale CFI's impact through growth and movement making. This strategy and investment will enable more people and collaborations across Australia to apply systems change thinking and approaches to entrenched complex challenges faced by people, places and the planet.

ROLE PURPOSE

To support CFI gather stronger evidence of the impact CFI is having on building capacity for systems change and shifting the conditions that hold complex problems in place, and to increase our efficiency and effectiveness as a Network through learning. This role designs and implements data capture, analysis and visualisations including methods and processes and coordinates the work of CFI's Monitoring, Evaluation and Learning team.

This role will contribute to achieving the following transitions as CFI scales:

Transition from...	to...
from application of developmental process to knowledge and practice	**to** a collaborative platform for capturing, developing, codifying and transferring world class knowledge and practice for system change
from a network of peer practitioners grown through connection and alignment	**to** a Network of connection, alignment and production for impact with a focus on the learning and development required for greater impact, quality assurance and movement building.

RESPONSIBILITIES

Key responsibilities of the role are set out below under:
- **Routines** – daily, monthly, quarterly and annual responsibilities and
- **Strategy 2020-2023 Deliverables** – the role is responsible for delivering two strategy projects and contributing to six strategy projects.

These responsibilities describe the general nature and level of work being performed by this role. They are not an exhaustive list.

ROUTINES

MEL Governance	• Contribute to the development and review of data and privacy policies in daily operations. • Work with the MEL Lead to report on progress of MEL projects and emerging opportunities, issues and mitigations.
Data design and capability for MEL	• Work with the MEL Lead to develop and implement CFI's outcomes measurement framework (OMF) to support the data capture, analysis

Projects	and application of learnings for CFI's continual improvement.
	• Work with the MEL Lead to establish MEL projects' needs and deliverables around data capture, management, visualization and communication.
	• Work with the MEL Lead to identify, develop and report on shared indicators across projects.
	• Work with the MEL Lead and Network Weaver to assess MEL capability across the Core Team and Network Members and design data MEL capability development strategies to support the embedding of MEL across CFI.
	• Design MEL data visualisation and reporting tools to ensure impacts and learnings are shared with relevant stakeholders and integrated across CFI.
	• Build relationships and engage with MEL Project Teams to build capability and ensure team members are clear on their roles and work well together.
Data capture, management and visualization for MEL Project Delivery	• Work with the MEL Lead to implement and embed data collection for the Outcomes Measurement Framework across CFI.
	• Support the capture of output and outcomes data through surveys, interviews, audio and video recordings.
	• Analyse qualitative and quantitative data sets, including statistical analysis.
	• Work with MEL Lead, the Network Weaver, practice and program leads to build MEL capability and establish MEL frameworks for CFI's:
	• Capacity building, Movement building, Deep Collaboration and Neutral Convening initiatives
	• Digital Platforms
	• Learning events
	• Present data visually to highlight the effect CFI is having on building capacity for systems change and to help CFI's service delivery teams interpret and develop learnings to continually improve the organisation's offerings.
Project Management	• Coordinate the planning, implementation, monitoring, evaluation, continual improvement and reporting of the MEL Program's portfolio of projects.
	• Maintain MEL project management processes, logs and stories of challenge and change.
	• Coordinate the logistics of projects in the MEL portfolio.
Platforms	• Work with the Digital and Strategic Communications Leads to consider

how platform and social media data can be captured and incorporated within MEL.

Communications	- Prepare data information and presentations for inclusion within strategic communications, platforms and events, and alliance platforms. - Prepare MEL reports for internal and client use. - Work with the Digital and Strategic Communication Leads to design and deliver informative and useful MEL communications to appropriate stakeholders and audiences.
Operations	Use and develop CFI systems and processes to ensure the efficiency of your work, and the work of Core Team and Network members.
Culture	Role model the principles of the organisation and lead in reflection, evaluation, learning and continual improvement as a foundation of capacity building and collaborative impact.

STRATEGY 2020 - 2023 DELIVERABLES

	Responsible for …	**Contribute to….**
Strategic Pillar 3: CFI has thriving and liveable infrastructure, skills and capacity for scaling as a network of impact to shift conditions that hold complex problems in place	**Objective 7: A culture and practice of measurement and communication of impact is embedded across CFI.**	
	N/A	Project 7.2 Strengthening, embedding and developing MEL as a core practice across CFI. Project 7.3 Tracking and communicating CFI's MEL journey as an intermediary, contributing to existing bodies of knowledge for our own and others' learning.

RELATIONSHIPS

The list below sets out key relationships and the focus of the relationship.

Board	• Through the MEL Lead, Digital Lead and CEO advise data, privacy and cyber security management policy, issues and mitigations.
MEL Lead	• Seek boundaries and advice, recommend priorities to achieve strategy within limited resources, report progress and raise improvements and emerging issues.
Core Team	• Work with members to build their data capabilities and to capture, analyse and present MEL data. • Be an active member of team life and culture.
Network Members	• Work with members to build their data capabilities and to capture, analyse and present data.
Network weaver	• Work with Weaver to track the health of the Network i.e. how the Network's model and ways of working are going. • Work through the Weaver to build Network Members' data capabilities and to capture, analyse and present MEL data.
Strategic Communication Lead	• Review Social Media data. • Prepare data visualizations to be used in project reports, media releases, community meetings, learning events and on platforms and social media.
Digital Lead	• Review platform data. • Collaborate on design and implementation of data, privacy and cyber security policies and issue management.
Finance and Operations Manager	• Review financial data and contribute learnings to pricing policy and applications.

DECISION RIGHTS

- Recommend data security and privacy policies
- Recommend data architecture
- Recommend data visualisation designs.
- Recommend project scheduling and conflict resolutions
- Coordinate project activities and manage logistics.
- Recommend MEL communication formats and styles for social media and platform KPIs.

EDUCATION, QUALIFICATIONS AND CAPABILITIES

QUALIFICATIONS

Tertiary qualifications in statistics or computer science

Project management certification such as Agile, Prince 2, or PMD-Pro

EXPERIENCE AND CAPABILITIES

- Demonstrated experience designing and implementing social outcomes data capture and visualisation projects for the purposes of reflection, continual improvement and stakeholder communication..
- High level of numeracy skills and capacity to statistically analyse qualitative and quantitative data sets.
- Advanced design and implementation skills in delivering visualised data that is fit for purpose and context and that people will use because it generates meaningful insights and actionable learnings.
- A track record in successfully managing multiple projects in a start-up environment with diverse skills and limited resources.
- Self-awareness and communication skills along with passion for the purpose that will flow through to positive engagement of Network Members in the continuous improvement of knowledge and practice to achieve impact.
- Super User capability for Power BI and other core tools, and ability to introduce system and process innovation and improvement.
- Able to work efficiently and effectively remotely, using a range of online software, and contributing to and following contemporary policy and processes.