

POSITION DESCRIPTION

POSITION TITLE:	Monitoring, Evaluation and Learning Specialist – RESPOND
POSITION NUMBER:	5598
DIVISION / SECTION:	Global & Tropical Health
SUPERVISOR:	Business Manager GTH
CLASSIFICATION LEVEL:	PAT 8
SALARY RANGE:	\$110,478-\$120,463 (pro rata)
STATUS (FTE):	Part time
LOCATION:	Darwin
DIRECT REPORTS:	0
INDIRECT REPORTS:	3
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. - Overseas travel for up to five (5) days per trip, up to eight (8) times per year. - Ability to obtain and maintain a current Working with Children Check (OCHRE card) (Australian residents) or a National Police Clearance Certificate (non-Australian residents).

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Regional Engagement in Surveillance and response to Priority diseases, providing Opportunities for National health system strengthening and Development (RESPOND) program will engage with partners in Indonesia, Timor-Leste and Malaysia, to support the development and implementation of initiatives that will build healthcare capacity and resilience in the region. Drawing on over 20 years of experience and established collaborations with governments and other stakeholders, RESPOND will help build capacity for health systems to anticipate, prevent, detect, and control priority disease threats. RESPOND is

funded under the Department of Foreign Affairs and Trade (DFAT) Partnerships for a Health Region initiative.

The Monitoring, Evaluation and Learning Specialist will provide technical support, guidance and capacity strengthening to the RESPOND team and partners to adequately measure impact, effectiveness, relevance and sustainability of activities, and ensure accountability and continuous improvement. Working closely with the Program team and the Gender, Equity, Diversity and Social Inclusion (GEDSI) consultant, the Monitoring, Evaluation and Learning Specialist will lead the development and review of the Monitoring and Evaluation Framework and tools to ensure effective measurements of all indicators. The Monitoring, Evaluation and Learning Specialist will verify databases, data tracking tools, and mechanisms for all projects to maintain and improve data quality. Working with program staff, this role will prepare Menzies reports and work plans, ensuring they meet DFAT standards.

The Monitoring, Evaluation, and Learning Specialist will be a member of, and responsible for, secretariat services to, the Project Steering Committee.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. Lead the review and revision of the RESPOND Program Logic and the refinement of the Monitoring and Evaluation Framework (MELF) and related documents, ensuring that they incorporate DFAT feedback and the results of the GEDSI analysis and Action Plan, and meet DFAT standards.
2. In close consultation with the program team and partners, lead baseline and evaluation processes and ensure data collection and analysis quality. Ensure all data collection needs are met, check quality, reliability, and accuracy, and suggest relevant mechanisms to meet any identified gaps.
3. In accordance with project timelines, review progress, effectiveness, and sustainability of activities and results, working with teams to take corrective action where required.
4. Prepare project reports and contract deliverables, ensuring they meet DFAT standards and are prepared and submitted in accordance with Menzies Policy and processes.
5. Support the RESPOND project management group, ensuring compliance with Menzies Policy and Procedures and DFAT contracts and maintaining oversight of implementation activity.
6. Work with implementation teams and project managers to ensure partners and projects meet contractual requirements, policies, and codes and maintain standards in accordance with the DFAT standards and other best practice guidelines.
7. Establish and support the operation of the Project Steering Committee. In consultation with the Chair, develop the Committee Terms of Reference and ensure that effective meetings are held regularly and that agreed actions are delivered in a timely manner.
8. Strengthen the monitoring, evaluation and learning capacity of Global and Tropical Health Division teams and that of its partners by providing on-the-job training, technical support, and guidance.
9. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
10. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A relevant post graduate qualification, with technical training in Monitoring, Evaluation and Learning or an equivalent combination of tertiary qualification and relevant project management and/or Monitoring, Evaluation and Learning experience
2. Experience and knowledge of designing and implementing Monitoring, Evaluation and Learning frameworks, developing and implementing data collection and management systems, analysing and interpreting data.
3. Strong qualitative and quantitative data collection and analysis skills.
4. Demonstrated cultural competence and ability to support teams in varied locations.
5. Demonstrated interest in, and capacity for, building Monitoring, Evaluation and Learning capability in project teams and organisations.
6. Demonstrated high-level project management expertise with comprehensive knowledge of contractual and risk management principles and practices.
7. Excellent communication skills, including those required to prepare high-quality written reports.
8. Excellent interpersonal, negotiation and relationship management skills with proven results in collaborating with senior leaders, external stakeholders and officials.
9. Strong level of self-motivation, integrity and the ability to work autonomously and achieve results with minimal direction.
10. A commitment to advancing a diverse and inclusive work environment.

Desirable:

1. Experience working in the field of health system strengthening or health research
2. Knowledge of DFAT and other funding bodies standards.
3. Experience working in Indonesia, Timor-Leste and/or Malaysia

COVID-19 SAFETY REQUIREMENTS:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 04/09/2024

<u>PAT 8</u>		
PACKAGE COMPONENT	Minimum Value PAT 8/1 (\$)	Maximum Value PAT 8/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 8)	110,478	120,319
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	15,467	16,845
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
Total Salary Package	136,089	147,308