# POLICY AND EVALUATION MANAGER

**DEPARTMENT/UNIT**  
Monash Sustainable Development Institute

**FACULTY/DIVISION**  
Office of the Deputy Vice-Chancellor (Research) & Senior Vice-President (DVCR)

**CLASSIFICATION**  
HEW Level 9

**DESIGNATED CAMPUS OR LOCATION**  
Melbourne CBD

## ORGANISATIONAL CONTEXT

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. So, if you’re looking for the next chapter in your career, it’s here. You’ll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that’s filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu).

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University’s research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University’s strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University’s executive team, the DVCR further advances the University’s research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University’s organisational and governance structure is available at [www.monash.edu/about/structure](http://www.monash.edu/about/structure).

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is driven to find real solutions to some of the most significant challenges facing our world today. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally; and provides a platform to share that expertise in partnership with business, government and the community. MSDI is host to the Sustainable Development Solutions Network (SDSN) Australia/Pacific Regional Centre and the Oxfam-Monash Partnership. Our expanding education focus includes postgraduate courses and PhD supervision alongside executive education, capacity development and student leadership activities. For more information, please visit [www.monash.edu/msdi](http://www.monash.edu/msdi).

## POSITION PURPOSE

The **Policy and Evaluation Manager** is a key member of the Policy and Impact team at MSDI and is responsible for all aspects of public policy project management, including providing expert advice, actionable reports and external stakeholder consultation and management to achieve project outcomes. The role works closely with the Director of Policy and Impact, the Policy and Impact team and colleagues across MSDI, Monash and beyond.
to provide leadership and support in the development of compelling policy and evaluation propositions for government, business, civil society and the community. The Policy and Evaluation Manager applies theoretical knowledge as well as best practice models, frameworks and processes to enable a broader understanding of public policy and rigorous evaluation. The Policy and Evaluation Manager will have a commitment to helping to drive a higher standard of public policy discourse and the greater use of evidence and evaluation in policy.

**Reporting Line:** The position reports to the Director of Policy and Impact, working with a high degree of autonomy

**Supervisory Responsibilities:** The position may supervise casual staff and/or contractors

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Lead, manage and support policy and evaluation projects from conception to final delivery drawing on current policy and project methodologies, including; creating and obtaining approval of business cases, establishing project structure, identifying and engaging relevant stakeholders, scoping client needs, identifying project deliverables, overseeing the development of project documentation and reports, managing project progress and performance against milestones, and coordinating and reporting on post-implementation reviews

2. Oversee and manage the preparation of business cases, stakeholder engagement plans, briefings and reports for senior management, governance committees and project stakeholders, including presentation of information where required

3. As part of a project team, take accountability for the implementation of project deliverables including devising, managing and implementing projects

4. Identify, source and assign project resources, which may include managing procurement processes and managing contracts with external providers

5. Undertake research, devise solutions and provide high level, practical and impartial policy and evaluation advice to senior management and research leaders on complex, multi-faceted project issues

6. Identify and source project resources, which may include managing procurement processes and managing contracts with external providers

7. Initiate, develop and maintain strong partnerships with key project stakeholders, including influencing support for project objectives by networking and hosting stakeholder meetings

8. Contribute to the establishment of a motivated and effective project team with a focus on excellence in project delivery

9. Exercise strong budget management including supporting the delivery of project outcomes within budget for the project/s managed

10. Identify risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place

11. Other duties as directed from time to time

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - Postgraduate qualifications in economics, public policy or a field relevant to sustainable development; or
   - an equivalent combination of policy experience and/or education; and
   - extensive project and people management expertise.
Knowledge and Skills

2. Demonstrated initiative, judgement and the ability to use a strategic approach to solve highly complex problems

3. Proven public policy experience, working in partnership with governments, business and communities

4. Exceptional project management skills with a proven record of successfully managing all aspects of large, complex projects through to completion, including implementation and involving multiple stakeholders and in changing environments

5. Exceptional planning and organisational skills, with experience establishing priorities, allocating resources and meeting governance requirements and tight project deadlines

6. Extensive experience in working in a team of professionals to achieve high quality project objectives

7. Outstanding relationship management and consulting skills, including the ability to interact, influence and negotiate with, and be sensitive to, a variety of stakeholders within and outside the University

8. Superior analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

9. Strong interpersonal and communication skills, including the ability to liaise with and influence senior management, develop professional and effective communications for a range of audiences and deliver engaging presentations

10. Understanding of higher education, public sector research and knowledge transfer

OTHER JOB-RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.