

Position Description

Principal, Research, Monitoring and Evaluation Practice

Service Line or functional team:	Markets, Clients and Strategy	You'll report to this position:	Director, Research, Monitoring and Evaluation (RME) Practice
You'll collaborate closely with:	(If relevant) International Development Business Development, Operations Team, and In-country Team		

About Coffey International Development

At Coffey International Development, a leading development consulting firm, we design, deliver, evaluate and transform programs to empower people and societies across the globe and in Australia. We are a part of Tetra Tech, a global consulting firm with over 20,000 professionals delivering over 70,000 projects in 120 countries annually.

Coffey's in-house Research, Monitoring and Evaluation (RME) Practice specialises in developmental and impact evaluation and monitoring of public policies, programs and projects across a wide range of thematic areas, including: health; education; child and family services; social services; agriculture; NGO capacity building; inclusive growth; economic development; governance; and justice. We currently have an expanding portfolio of interesting and exciting work that requires us to deliver high-quality evaluation and monitoring work for our domestic public sector and international development clients.

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.

Our values

- Strive for achievement** (Icon: Star in a circle with a ribbon)
- Be open and transparent** (Icon: Magnifying glass)
- Listen to and respect people** (Icon: Two hands shaking)
- Pursue curiosity and have a passion for learning** (Icon: Brain with a heart shape)
- Deliver solutions that make a difference** (Icon: Lightbulb)
- Embrace diversity and collaboration** (Icon: Group of people in a circle)

Our behaviours

Strive for achievement	Creates own measures of excellence and consistently delivers to and meets or exceeds client expectations.
Be open and transparent	Leads by example by communicating in truthful manner with integrity, impartiality and with respect
Deliver solutions that make a difference	Based on a comprehensive understanding of client requirements and business issues, develops novel concepts or configures things in a new way that is not obvious to others and is determined as unique. Consistently pushes self and others to think differently.
Embrace diversity and collaboration	Proactive internal and external client engagement. Uses knowledge of client and team to actively seek information beyond initially expressed needs in order to best define appropriate solution.

About the role and key responsibilities

As a Principal in the RME Practice, you will play a critical role in delivering evaluation and research assignments and producing client-ready deliverables that deliver useful, pragmatic solutions and influence systemic change. You will strive for excellence in applying different quantitative and qualitative research techniques to ensure rigorous evaluations and research assignments. You will also support the development of teams, relationships with clients and pursuit of opportunities in line with the Practice and broader business strategy. This will require a passion to help our clients achieve positive social, environmental and economic outcomes through the use of high-quality evidence and maintaining internal and external relationships.

The successful candidate will have 5 to 10+ years of minimum experience undertaking evaluation and social research methods, and demonstrate the following:

- Strong knowledge and experience in applying the main approaches, methods and tools used to evaluate public sector interventions and policies
- Evidence of applying different quantitative research techniques (e.g. statistical analysis, sample survey design and implementation) and qualitative research techniques (e.g. interviewing, focus groups, workshops, case studies)
- A good understanding in applying research techniques in one or more of the following thematic areas: health; education; child and family services; social services; agriculture; NGO capacity building; inclusive growth; economic development; governance; and justice.
- Good capabilities in liaising with clients and internal and external stakeholders
- Excellent command of the English language (written and spoken)
- Advanced computer skills in Microsoft Word, Excel, Powerpoint and Visio. Skills in other software applications such as NVivo and SPSS desirable.

Reporting to the Director of RME Practice, you will make a difference for our clients and Practice by:

- **Delivering value and solutions for our clients**, by taking responsibility to deliver specific sections of a complex evaluation assignment (under the direction of a Senior Principal) or play a leading role on smaller assignments. You will demonstrate technical excellence by using mixed methods quantitative and qualitative research design and analysis and producing client-ready deliverables (in line with clients' needs as confirmed by Senior Principal). You will have the opportunity to further develop both your evaluation and project management skills by getting involved in the pursuit, delivery and management of challenging evaluation assignments for high profile clients, and develop and refine evaluation methodologies. You will work closely with our experienced teams – both remotely and on the ground - to ensure that our technical solutions remain at the forefront of industry requirements.
- **Building the business and focussing on commercial results**, by assisting in preparing bids for tenders and participating in wider business development activities both within the RME Practice and across other parts of the business. This will involve supporting the pursuit of opportunities with select clients and sectors in the international and/or domestic sectors and scanning for trends to anticipate future opportunities and strategic positioning. You will have the opportunity to engage in thought leadership and and work across the full business development cycle in both pursuing and delivering work in existing and new markets.
- **Effectively supporting project teams and liaising with internal and external stakeholders**, by working collaboratively with senior and junior members to provide evaluation services and develop findings, recommendations, and deliverables that meet and exceed client expectations. You will work respectfully with a wide range of stakeholders and partners to understand what type of evidence is required, by whom, when and for what use. You will also take a proactive approach to supporting the learning and professional development of Research Associates within the team and non-evaluation professional colleagues.

Selection criteria

Demonstrated ability to:

- Deliver specific sections of a complex evaluation assignment and/or play a leading role on smaller evaluation assignments
- Develop and utilise mixed methods evaluation methodologies and MERL frameworks
- Support project teams to undertake qualitative and quantitative data collection and analysis, in a culturally appropriate manner
- Effectively liaise with internal and external stakeholders to understand their needs
- Write and present high-quality evaluation reports and other client-ready deliverables
- Assist in the preparation of bids for tenders and participate in other business development activities.

Qualifications

- Essential: Undergraduate degree/qualifications in relevant area (i.e. Social Sciences, Public Health, Education, International Development/Relations, Economics, Agriculture, Resource Management or in a technical/ professional field of relevance).
- Desirable: Postgraduate degree in relevant area (i.e. Evaluation, Social Sciences Research, Design, Impact Measurement, International Relations, Gender, Public Policy and/or relevant field).