

# Position Description

## Senior Principal, Research, Monitoring and Evaluation Practice

<b>Service Line or functional team:</b>	Markets, Clients and Strategy	<b>You'll report to this position:</b>	Director, Research, Monitoring and Evaluation (RME) Practice
<b>You'll collaborate closely with:</b>	Director, Gender Equality, Disability and Social Inclusion Consulting Practice; Director of Scholarships; Director of Indigenous Consulting Practice International Development Business Development, and Operations Team, and Project Teams in-country		

### 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**

<p>Strive for achievement</p>	<p>Be open and transparent</p>	<p>Listen to and respect people</p>	<p>Pursue curiosity and have a passion for learning</p>	<p>Deliver solutions that make a difference</p>	<p>Embrace diversity and collaboration</p>
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<b>Specific behaviours</b>	<b>Strive for achievement</b>	Creates own measures of excellence and consistently delivers to and meets or exceeds client expectations.
	<b>Be open and transparent</b>	Leads by example by communicating in truthful manner with integrity, impartiality and with respect
	<b>Deliver solutions that make a difference</b>	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.
	<b>Embrace diversity and collaboration</b>	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 Senior Principal in the RME Practice, you will play a critical role in continuing to grow our footprint and expertise in this important area of our business - by taking our expertise to existing and new clients and expanding into new markets. You will strive for excellence in leading rigorous evaluations, monitoring and research projects that meet our stakeholders' needs and deliver useful, pragmatic solutions that influence systemic change. This will require a passion to help our clients achieve positive social, environmental and economic outcomes using high-quality evidence and maintaining strong internal and external relationships.

The successful candidate will have 10 to 15+ 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)
- An expert 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.
- Strong capabilities in building relationships with clients to understand their needs and objectives
- Lead and motivate evaluation and research project teams to meet client needs and deliver projects on time and within budget
- Excellent command of the English language (written and spoken)
- Advanced computer skills in Microsoft Word, Excel, PowerPoints 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 innovative solutions for our clients**, by taking responsibility for directing and delivering a range of small to large, complex evaluations and playing a significant role in managing our client relationships. You will demonstrate technical excellence by managing all aspects of projects, from project inception and developing and refining evaluation methodologies using mixed methods to managing data collection, analysis and producing client-ready deliverables in line with clients' needs.
- **Building the business and focussing on commercial results**, by taking responsibility for select clients and sectors in the international and/or domestic sectors, scanning for trends to anticipate future opportunities and strategic positioning, managing the full business development cycle in pursuing work (including bid preparation and building and maintaining existing client relationships) and participating in thought leadership, capability statement development and other business development activities across our business.
- **Effectively managing project team and internal and external stakeholders**, by taking a proactive approach to understanding what is needed to meet our client's needs, manage and build the team's capacity to achieve this, and contribute to continuous improvement in our Practice's process and learning.

## Selection criteria

Demonstrated ability to:

- Lead a range of small to large, complex evaluations from the project inception to close-out
- Develop and refine mixed methods evaluation methodologies and MERL framework, including innovative approaches
- Manage small evaluation teams and subcontractors to undertake qualitative and quantitative data collection and analysis, in a culturally appropriate manner
- Write and present high-quality evaluation reports and other client-ready deliverables
- Build and manage client/stakeholder relationships, including building stakeholders' capacity to achieve their objectives
- Lead in the preparation of bids for tenders and participating 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).