



POSITION DESCRIPTION

Position	Senior Project Officer - Evaluation of Family Violence and Sexual Assault Services	Position Number	
Reports to	Manager Evaluation	Direct Reports	N/A
Status	Fixed Term – 2 years, with possibility of ongoing	Time Fraction	Full time
Award	SCHADS Level 6	Location	Preston & hybrid

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Senior Project Officer will be required to work largely on evaluation projects in relation to family violence and sexual assault services. The role will develop program monitoring frameworks, design and implement evaluations for existing family violence and sexual assault services, and contribute to the development of pilots and new programs. The Senior Project Officer will contribute to the development of an Aboriginal evidence base for family violence and sexual assault services and ensure their evaluations are designed and implemented are culturally informed and support Aboriginal decision making. They will take a highly participatory approach to their work including the design, management, and delivery of projects. The Senior Project Officer will support the RED team in other projects and activities as required.

KEY RELATIONSHIPS

Internal: VACCA staff and community, including RED team, Senior Program Manager - Family Violence Initiatives, wider Client Practice & Evidence Development Directorate, regional management and staff, corporate staff.

External: Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services, external research and evaluation agencies as appropriate



KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding of the values that underpin VACCA's vision and purpose as well as an awareness and appreciation of Aboriginal societies and cultures, an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Understanding of Aboriginal ways of doing evaluation and how evaluation can embed Aboriginal decision-making.
- Experience in program design, and the design and implementation of evaluations
- Experience with quantitative, qualitative data collection tools, mixed methods, and conducting literature reviews.
- Experience in creating program descriptions, assessing program evaluability, conducting stakeholder analysis, and navigating organisational and political contexts effectively.
- Strong in project management, covering project briefs, client negotiations, task scheduling, communication management, budgeting, and risk assessment.
- Proven proficiency in written communication.
- Commitment to professional development in research, evaluation, and content areas, as well as the capability to reflect on own practice.
- High level of interpersonal skills for internal consultancy, conflict resolution and to motivate staff.
- Able to operate under limited direction.

DESIRABLE

- Experience in the design and implementation of research and/or evaluation for family violence and/or sexual assault services.
- Understanding of the context in which VACCA delivers services, government policy frameworks that apply in relation to family violence and sexual assault services and supporting self-determination.

REQUIREMENTS

- A bachelor's degree in social sciences or a related field required. A post-graduate degree is desirable
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES



- Plan, lead and design end to end evaluations, including program theory, methodology and methods, ethics protocols and approvals, data collection and analysis, sense making and reporting, and utilisation.
- Ensure evaluations are collaboratively designed with programs prioritising Aboriginal decision-making, particularly integrating VACCA's Cultural Therapeutic Ways.
- Manage evaluation projects, ensuring sound governance, stakeholder engagement and effective communication and, risk and budget management as required.
- Provide leadership, guidance, and support to programs to invest in evaluation of their program, collect program data as needed, recruit participants for data collection, problem solve data collection issues, and other evaluation activities.
- Stay up to date on evidence related to VACCA's family violence and sexual assault services, identifying and using relevant evidence and evidence gaps.
- Support program design by contributing relevant evidence and designing evaluations of pilots and new programs.
- Mentor, support and train Project Officers as well as support the team in periods of high demand and periods of absence.
- Contribute to the development of new procedures and methodology.
- Communicate evaluation findings clearly and accessibly.
- Support external evaluations of VACCA programs.
- Represent VACCA at external meetings.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.



This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 4) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.