

## Position Statement

### DATA AND EVALUATION OFFICER

0.8FTE – 1.0 FTE Maternity Leave Contract to 30 June 2019

#### Purpose of Position

The Data and Evaluation Officer contributes to the implementation of the organisation's evaluation framework. The position works closely with the Research and Evaluation Officer to develop a knowledge base around commissioned programs relevant to Adelaide Primary Health Network (APHN).

The Data and Evaluation Officer will assist in developing data capture tools, write evaluation reports for internal and external audiences and undertake related program data analysis.

The Data and Evaluation Officer may also work with the Health Planning & Analysis Officer to develop a knowledge base around health needs, services and programs relevant to APHN.

#### Key Responsibilities;

- Carry out analysis of qualitative and quantitative research to support ongoing program development, assessment of progress towards program targets and development of recommendations for the planning and design of future programs.
- Work closely with all APHN portfolios to develop a knowledge base regarding health needs, services and programs relevant to APHN.
- Assist in specific research and evaluation studies, undertake research reviews, write evaluation and research reports for internal and external audiences.
- Contribute to the APHN Commissioning Governance Framework with particular emphasis on monitoring and evaluation of commissioned services.
- Ensure a coordinated approach across commissioned programs and effective feedback loops.
- Work closely with the Research and Evaluation Officer to undertake robust data collection and reporting processes in order to evaluate the effectiveness of commissioned program activities; and coordinate the evaluation of commissioned services and projects including:
  - Design systems for the collection of quality evaluation data and monitoring the collection of this data;
  - Conduct analysis of program performance at a strategic and organisational level in order to inform future service design and commissioning; and
- Support the dissemination of evaluation results to program staff and the development of improvement plans.

## **Essential Qualifications, Knowledge and Experience**

### **Qualifications:**

Tertiary qualifications in public health, social science, evaluation or public/health sector management or significant relevant experience in these sectors.

### **Experience / Skills / Abilities:**

- Demonstrated experience in:
  - conducting reviews and evaluations of health-related projects;
  - research and critical analysis of population and health related data;
  - collection, collation and analysis of research and evaluation data; and
  - the preparation of comprehensive reports with recommendations.
- Proven research skills; qualitative and quantitative research methods.
- High level evaluation, data and analysis skills and report writing.
- High level proficiency in the use of data collection, including, but not limited to, survey monkey, Microsoft excel and access.
- Ability to analyse and exercise sound judgement in analysis and interpretation of population and health related data and research.
- Strategic thinking and planning including researching and implementing priority setting strategies.

As well as the above role specific skills, you must have:

- A passion and commitment to improving primary health outcomes within our community.
- Ability to support APHN objectives to deliver outcomes within a tight timeframe and displaying behavioural flexibility.
- Demonstrated ability to work as a member of teams and across multi-disciplinary teams with competing priorities.
- Exceptional communication skills and proven ability to develop relationships and work collaboratively.
- Ability to work successfully within a multi-disciplinary team.
- Capacity to work to deadlines in a busy environment with multiple demands.
- Demonstrated ability to work as a respected member of teams and across multi-disciplinary teams with competing priorities.

### **Knowledge**

- Demonstrated knowledge:
  - of the Australian primary health care sector;
  - in social determinants of health with a population health focus;
  - in research methodological skills and capacity to interpret findings including statistical analysis.
- Knowledge of:
  - data management including privacy principles;
  - the principles of evaluation frameworks

### **Desirable Characteristics**

- A sense of humour.
- Commitment to improving health outcomes for vulnerable populations.