

May 2024

Advisor – Implementing evidence in child, youth & family services (Melbourne)

Job description

	Reporting to	Principal Advisor or Director	Work location	Melbourne, Australia
	Contract length	24 months, with possibility for extension (incl. 6-month probation)	Time fraction	1 FTE (part-time from 0.8 FTE upwards will be considered)
	Salary	\$100,000 - \$110,000 per annum, plus superannuation	Direct reports	None
	Benefits	4 weeks' annual leave, plus 5 days' company leave Salary packaging Flexible work hours Hybrid office-home working	Working relationships	CEI staff in Australia (Melbourne, Sydney) and across our international offices External professionals in government and NGO sector
	Assets	Laptop, mobile phone	Criminal record check	Required
	Travel	Required	Working with children check	Required

Who is the Centre for Evidence & Implementation (CEI)?

At CEI, we believe sound evidence and effective implementation have the power to solve our most pressing social problems. We work with policymakers, practitioners, organisational leaders, and funders – motivated by our mission to close the gap between what we know (from research) and what we do (in practice).

An independent not-for-profit organisation with offices Melbourne, Sydney, London, Singapore, and Oslo, we are passionate about using our expertise to improve the lives of children, families, and communities.

Our core areas of work encompass:

- Translating research into actionable insights.
- Implementing evidence into routine practice using implementation science.
- Rigorous evaluation of policies, practices, and programs.
- Fostering cultures that value evidence for tangible change.

To find out more about CEI, please visit www.ceiglobal.org

Role purpose

Despite many years of reform in the way that child and family services are delivered, there continues to be a growing demand on child protection and intensive family support services, as well as increasing rates of child protection notifications. Aboriginal and Torres Strait Islander families continue to be over-represented in these systems. Families involved in child protection systems experience poorer educational, physical and mental health outcomes.

CEI's Evidence to Practice team focuses on improving outcomes for children and families across Australia, through ensuring:

- families have access to evidence-informed programs and services that meet their needs.
- evidence-informed programs and services are adapted for context and 'fit' with local service delivery models.
- evidence-informed programs and services are implemented as intended to achieve improved outcomes for families.

Working closely with senior staff, the Advisor supports and leads delivery of a portfolio of CEI projects with government and community services. You will lead the development of evidence-informed practice framework, support efforts to effectively implement interventions through a range of evidence-based strategies, and contribute to project management, research, presentations and publications as required.

As an Advisor, you will bring a high level of experience in clinical practice of evidence-informed therapeutic approaches. You will benefit from a grounding in implementation science literature and/or experience in providing implementation support for evidence-informed programs and practices in social services settings. You will be flexible and bring a diverse skillset to lead and contribute across CEI's key areas of work.

Key areas of responsibility

Under direction of the Director or Senior Advisor, the Advisor takes responsibility for the following activities.

Support the design and development of evidence-informed practice resources, such as practice frameworks and practice guides

- Analyse and synthesise the best available research evidence, practitioner expertise and insights, and lived experience of children and families, to design evidence-informed practice resources.
- Test, trial and iterate practice resources with key stakeholders and partners to ensure appropriateness and suitability.
- Write evidence-informed practice frameworks and guides that are fit-for-purpose and context.

Provide implementation support for evidence-informed programs, practices and interventions

- Keep up to date with implementation science literature and apply insights to implementation practice.
- Design and deliver high-quality training in face-to-face and online formats.
- Provide post-training support for practitioners to translate their learnings into practice, e.g. through coaching, field observation and review.
- Build the capacity of local agency staff and leadership to drive practice change and other implementation efforts.
- Develop and use resources to support implementation in the field, e.g. practice fidelity assessments, implementation plans.
- Establish monitoring and evaluation processes (including monitoring implementation quality and client outcomes as a result of the program/practice/intervention).

Contribute to CEI's thought leadership and knowledge exchange in implementation science and related topics

- Facilitate workshops and deliver seminars and other activities to build the capacity of our partners and stakeholders to understand, use and embed evidence into their day-to-day work.
- Facilitate sector and community consultation around implementation of evidence-informed programs, practices and interventions, and/or use of evidence in program and policy design and delivery.
- Provide evidence-informed implementation advice to clients and key stakeholders.

Project management and delivery

- Take the role of project manager or assistant project manager for selected projects, taking responsibility for developing project plans, managing staff resources and project expenses, liaising with the client, identifying project risks (e.g. contractual issues), co-ordinating project teams and running team meetings – ensuring projects are delivered on time and on budget, and to a high standard.
- Support quality project delivery by undertaking activities to a high standard and in a timely fashion, such as:
 - Coordinating and scheduling meetings and events.
 - Developing program logics/theories of change for evidence-informed programs, practices and interventions.
 - Collecting and analysing qualitative and quantitative data for implementation and evaluation projects.
 - Preparing high-quality written reports.
 - Preparing and delivering high-quality presentations (e.g. to clients, at conferences).
 - Preparing material for CEI publications (e.g. website, newsletters).

Business development and stakeholder relationships

- Contribute to or lead the preparation of competitive tenders, project proposals and grant submissions.
- Support the development and maintenance of strong stakeholder relationships.

Internal operations

- Proactively contribute to CEI's internal operations, activities and processes, such as team meetings, knowledge management and performance tracking.

Other duties as required

Key selection criteria

Essential skills and experience

- 3+ years of experience in a relevant content area, and willingness to quickly develop expertise in the other areas. Relevant content areas include: child welfare, parenting and families, mental health, justice and employment.
- Experience in the design of evidence-informed practices, programs, interventions or policies in human services.
- Clinical expertise in the practice of family therapy, cognitive-behaviour therapy, parenting interventions or other evidence-informed therapeutic approaches.
- Excellent interpersonal skills and ability to collaboratively engage with a wide range of professionals, clients and colleagues.
- High-level written communication skills, and ability to prepare high-quality documents for a range of audiences (e.g. practitioners, policymakers, academics).
- High-level oral communication skills, including substantial experience in (and comfort with) delivering training, facilitating interactive workshops and giving oral presentations.
- Demonstrated ability to carry out project work and deliver high-quality outcomes within tight time-frames.
- Ability and commitment to using technology to facilitate communication and project delivery, including a sound working knowledge of the Microsoft suite of programs (e.g. PowerPoint, Excel, Word, Outlook).
- Demonstrated ability to work well independently and as part of a team.
- Ability to travel within Australia.

Desirable attributes

- Familiarity with the principles and practices of implementation science, including a strong understanding of related literature.
- Experience in monitoring and evaluation for programs, practices and interventions.
- Prior direct experience supporting the implementation of an innovation (e.g. evidence-informed practices and programs) into a service delivery context (e.g. through training and coaching frontline staff, supporting implementation leaders).
- Knowledge of empirical research and current issues relating to child maltreatment, parenting, family violence and/or related fields.
- Experience working in or with Aboriginal and Torres Strait Islander communities.

Qualifications/accreditations

- Postgraduate degree in psychology, social work or related disciplines.

Health and safety requirements

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Comply with emergency evacuation procedures.
- Report all incidents, injuries and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures.

Only applicants with the right to work in Australia will be considered.

Diversity and inclusion at CEI

Diversity and inclusion are fundamental to CEI's work. We are driven to improve outcomes for communities facing adversity through leveraging the best available evidence.

We actively seek and welcome applications from people with diverse backgrounds, and with lived experience of the social issues our work addresses and in the communities, we aim to serve. We strongly encourage applications from Aboriginal and Torres Strait Islander people.



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