

Title	Monitoring and Evaluation Coordinator
Classification	SCHADS Level 6 PPT1
Team	Health Promotion and Prevention
Work location	Hybrid work arrangements, including option to WFH, with some in person commitments across the Gippsland region (Victoria)
Employment	Fixed term contract until 30 June 2026: 0.7 EFT
Remuneration	\$106,387 per annum pro rata, \$53.84 per hour plus superannuation and annual leave loading
Reports to	Manager Health Promotion & Prevention
Review	6 months from commencement

1. EMPLOYMENT CONDITIONS

This position is remunerated according to the SCHADS Award Level 6 pay point 1.

Gippsland Women's Health (GWH) offers employees the opportunity of salary packaging of up to the maximum amount. Salary packaging is subject to legislative requirements and in accordance with GWH's policy.

Successful applicants will be required to:

- Sign a Privacy and Confidentiality Agreement and abide by GWH's Code of Conduct
- Provide a current Criminal History Check and Working with Children Check (if required)
- Hold an unrestricted Victorian Driver's Licence.

2. DIVERSITY AND EQUAL OPPORTUNITY ACT EXEMPTION

Under the Equal Opportunity Act 2010 (Application # H472/2021) this position is open only to women and people whose gender identity is female.

3. ORGANISATIONAL CONTEXT

GWH is the leading not-for-profit organisation dedicated to promoting the health and wellbeing of women and girls in the Gippsland region of Victoria, Australia. With a 30 plus year history of delivering high-quality women's health promotion, gender equity and prevention of violence programs and initiatives, GWH has built a reputation as a trusted and respected voice and advocate in women's health and wellbeing.

GWH works across communities informing and influencing to support positive change and improve opportunities for all women, girls and gender diverse people in Gippsland. We acknowledge and are mindful of, the complexities and impacts of mental health and wellbeing these women experience across their lifecycle.

The Monitoring & Evaluation Coordinator is an integral member of the Health Promotion and Prevention (HPP) Team, which plays a key role in the delivery of the GWH strategic plan and the Victorian Women's Health Program & Women's Health Services Capacity Building Plan (VWHP & WHSCBP), working across the priority focus areas of gender equality, sexual and reproductive health, mental health and wellbeing, women in a changing society and gendered violence prevention.

4. POSITION SUMMARY

The Monitoring & Evaluation Coordinator will report to Manager Health Promotion and Prevention (MHPP) and will contribute to improved health, safety and wellbeing outcomes for women and gender diverse people across Gippsland.

Using a gendered, intersectional and capacity building approach, the role will provide evaluation expertise focussing on building on current evidence and approaches for the effective monitoring and evaluation of health promotion and prevention programs, projects and strategies.

5. POSITION OBJECTIVES

The Monitoring and Evaluation Coordinator is responsible for overseeing GWH's monitoring and evaluation processes, ensuring that projects and programs are tracked, measured, and assessed effectively.

- **Data collection, analysis and reporting**
- Focus on **engagement, collaboration and teamwork** both within GWH and with external stakeholders
- **Communicate effectively and respectfully**

6. KEY RESULT AREAS

Data collection, analysis and reporting

- Ensure alignment of monitoring and evaluation processes with GWH strategic objectives and funder requirements.
- Support the design and use of tools and methods for tracking and assessing project/program performance and impact outcomes.
- Coordinate with internal teams and external partners for data collection, analysis, and reporting.
- In conjunction with MHPP and/or Manager Projects support the collection and analysis of data.
- Ensure accuracy, integrity and consistency of data collection, adhering to Australian Privacy Principles and ethical standards.
- Organise and maintain databases and records.
- Prepare monitoring and evaluation reports that include findings, lessons learned, and recommendations for project/program improvement.
- Ensure that monitoring and evaluation reports are timely and meet the requirements of GWH and funding bodies.
- Provide advice to GWH Leadership in relation to data, metrics and indicators.
- Provide support to evidence project submissions.
- Continue to build the evidence base for change.
- Perform other duties as directed and necessary.

Focus on **Engagement, Collaboration and Teamwork** both within GWH and with external stakeholders

- Role model the desired culture, consistent with GWH's values and behaviours, including the modelling of a practical, proactive and positive approach to health, safety, diversity, inclusion, wellbeing, and environment.
- Work collaboratively with the team and key stakeholders to ensure engagement and alignment with the GWH strategies.
- Provide support across GWH teams on monitoring and evaluation.
- Build partnerships with external consultants and partners as directed.
- Liaise with GWH Leadership Team to ensure alignment of monitoring and evaluation activities.
- Build and sustain positive working relationships and effective communication with the team and key stakeholders.
- Actively participate as a member of the Health Promotion and Prevention (HPP) team and work collaboratively to achieve team and organisational goals.
- Participate in organisational planning, staff and team meetings and staff development.
- Facilitate internal knowledge transfer of programs and strategies to support organisational

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understanding and ownership.

- Participate in partnerships and networks that are relevant to monitoring and evaluation.

Communicate Effectively and Respectfully

- Work closely with the team to support the development of monitoring and evaluation processes.
- Support the MHPP with preparation of plans, reports, presentations and general correspondence as required for internal and external purposes.
- Track analytics and create reports to inform the team.

7. KEY SELECTION CRITERIA

- 1.1. Understanding of and commitment to intersectional feminism and its relation to inequitable health, safety and wellbeing outcomes.
- 1.2. At least three years' experience in a similar role in health promotion and prevention, monitoring and evaluation and data systems management.
- 1.3. Demonstrated ability to analyse and interpret data with a well-developed ability to translate knowledge through a range of activities.
- 1.4. Excellent communication skills, both written and verbal, with the ability to present complex data in a clear manner.
- 1.5. Comprehensive understanding of program logic model.
- 1.6. Proven experience in report writing and presenting findings to a variety of audiences.
- 1.7. Ability to work collaboratively with cross-functional teams and external stakeholders.

8. KEY BEHAVIOURS

- An understanding of and a commitment to feminist, intersectional and social justice principles
- A commitment to respectful, honest and transparent communication
- A curious, empathic and open-minded attitude
- A proactive self-starter, energetic and driven
- An ability to collaborate in a challenging and rapidly changing environment
- A commitment to apply the GWH's vision, purpose and strategic priorities
- A commitment to continuous knowledge and skill development and to undertake professional development and training relevant to the role and the organisation's needs

9. QUALIFICATIONS

Tertiary qualifications in evaluation within public health or community sector related fields.

10. DESIRABLE EXPERIENCE

Experience working with the local government and/or NFP, community health sectors.

Knowledge of the Gippsland region.

Ability to speak a language other than English.

11. APPLICATION DETAILS

Applicants are requested to provide a cover letter (of no more than 2 pages) outlining your suitability for the position in line with the selection criteria and a current resume.

Submit your application via email to Emily Harris, Manager Health Promotion and Prevention emily.harris@gwhealth.asn.au by 10 am Wednesday 6th November 2024.

12. ENQUIRIES

For any enquires please contact Emily Harris by email emily.harris@gwhealth.asn.au