

**Position:** Manager

**NPYWC Program:** Research & Policy Unit

**Employment Details:** Full time – 2 year fixed term contract (part-time arrangement is negotiable)

**Location:** Alice Springs

**Base Salary:** \$130,493.94- \$141,765.21 p.a. (negotiable based on experience) with additional benefits

## What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

## Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

## Your Team:

The Research & Policy Unit is a newly created division of the Directorate at NPYWC, providing dedicated support to the Board of Directors, the CEO and DCEO.

The Research & Policy Unit provides advice and support on all things advocacy, education and research, policy, as well as monitoring, evaluation and learning for a variety of projects and programs across the organisation.

This team forms part of a wider Corporate Services function that includes Marketing & Communications, Finance, People & Workplace Services and Information Technology.

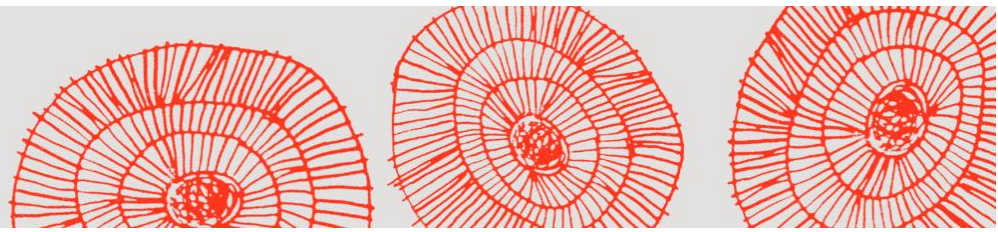
## Your Role:

This new and innovate position at NPYWC will play a critical role at NPYWC by focusing on evaluation and impact measurement capacity building across the organisation, leading research, policy and advocacy initiatives and supporting program learning and continuous improvement to inform service planning and innovation.

With the support of a Senior Research & Policy Officer, Education & Advocacy Officer, the Research & Policy Manager will provide evidence to inform policy, sector and systems influence.

This work underpins our ability to measure impact, track and assess progress and demonstrate the effectiveness of our services while also supporting learning and strategic decision making for continuous service improvement and organisational impact.

You will be joining at a pivotal time to continue the design and delivery of our systems and strategy.



## Your Responsibilities:

- Work with the team, program managers and staff on evaluation capacity building within the organisation to improve outcomes for clients and services;
- Lay important foundations for future evaluations by developing theories of change such as program logics for key programs as well as evaluation frameworks and measurement processes;
- Ensure NPYWC is meeting industry standards in a monitoring and evaluation capacity, including how we collect and maintain quantitative and qualitative data;
- Communicate evidence based findings to a diverse range of internal and external stakeholders;
- Liaise with relevant external stakeholders and funding bodies to deliver effective evaluation initiatives across the organisation;
- Advise the Directorate on important advocacy issues as required;
- Lead the team in the delivery of timely policy advice through the preparation of briefings, correspondence, speeches and other material;
- Lead the team in the preparing and delivery of policy studies, papers, submissions and other written communications on a variety of topics of importance to NPYWC's members and services;
- Facilitate policy discussions with relevant internal and external stakeholders;
- Lead the team in the delivery of content and recommendations for reports and proposals, collating and representing the voices, ideas and experiences of Anangu in the NPY lands, ensuring a consistent evidence-based approach;
- Keep up-to-date on government and political themes and schedules, and make this information available to inform the work of the organisation;
- Foster positive relationships with staff across all levels;
- Attend and provide regular reports to the NPY Women's Council Directors and Annual General Meetings as required;
- Liaise with the Marketing and Communications Officer to develop communications and materials;
- Supervise the Research & Policy Unit within a trauma-informed, strengths based framework;
- Be willing to travel to the NPY lands and interstate if required.

## Skills and Experience:

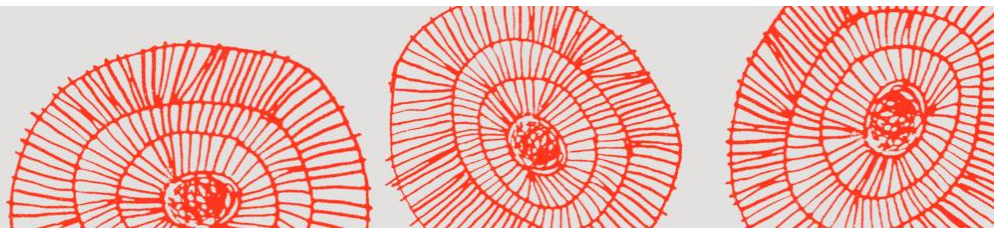
- Minimum 4-5 years program evaluation experience, project management experience, and strong quantitative skills
- Extensive experience and expertise in the development and implementation of evaluation processes (ideally within a human services or community care, setting).
- Demonstrated experience and expertise in qualitative and quantitative research design and data analysis
- Experience in leading a team with a view to operationalising strategic priorities, supporting effective delivery, quality processes and deliverables, and creating an empowering, learning team environment to enable performance

## Qualifications:

- Tertiary qualifications in social or behavioural sciences, evaluation, health sciences or other relevant discipline, or extensive experience with a strong evaluation component.

## Remuneration:

- Base Salary: \$130,493.94- \$141,765.21 (negotiable based on experience) per year
- Plus 11.5% Superannuation



- Experience managing, supporting and developing staff
- Excellent stakeholder management skills, including in supporting planning, collaboration and negotiation of resources and strategic priorities with other teams
- Excellent written and verbal communication skills, including experience developing analytical reports and submissions, and the ability to liaise with and present information to diverse audiences
- Thorough working knowledge of relevant digital systems and programs for MEL
- Exceptional interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences
- Have an understanding of trauma informed practice.

- Generous Leave Entitlements
- Salary Packaging Benefits
- Relocation allowance
- Retention Bonus

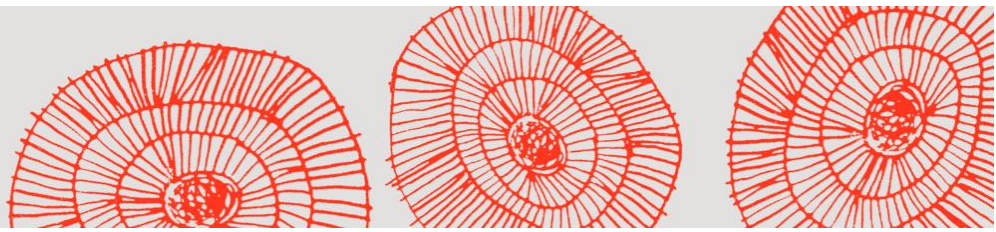
## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**



Ngaanyatjarra  
Pitjantjatjara  
Yankunytjatjara  
Women's Council



**All information will be held in the strictest of confidence.**

To find out more about this position, please contact the People & Workplace Services Manger on 0419 994 124 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.