



## Position Description

**Title:** Monitoring, Evaluation and Learning Officer

**Unit:** Population Health Unit

**Reports To:** Program Manager, Victorian Aboriginal Cancer Journey

**Direct Reports:** N/A

**Time Fraction:** 0.8 – 1.0 FTE

**Employment Status:** 24 Month Contract, with a six-month probation period

**Location:** 17-23 Sackville Street, Collingwood 3066

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### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan; *On Solid Ground (2021-26)* outlines our bold steps to get there.

### Unit Overview

The Population Health Unit provides a strategic, coordinated and evidence-based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes. The Victorian Aboriginal Cancer Journey is a team within the Population Health Unit that are designing and implementing a Victorian Aboriginal Cancer Journey Strategy. The Strategy is centred around self-determination and culturally appropriate health and healing for Victorian Aboriginal communities.

### Role Overview

The Monitoring, Evaluation and Learning (MEL) Officer will work with project teams in the Population Health Unit and with the Strategic Projects and Evaluation Coordinator, to embed monitoring, evaluation and learning in VACCHO programs, projects and services. The Monitoring, Evaluation and Learning Officer will play a key role in fostering a learning and continuous quality improvement culture within VACCHO. This role will have a particular focus on supporting MEL activities in the Aboriginal Cancer Journey Program, as well as contribute to organisational MEL activities more broadly.

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## Key Responsibilities

- Support project teams with the design and implementation of monitoring, evaluation and learning frameworks.
- Support project teams with culturally appropriate tool development, data collection, analysis and reporting as required.
- Work with project teams to ensure monitoring and evaluation activities translates into learning, continuous quality improvement and strengthened accountability.
- Contribute to organisational MEL systems and processes, including supporting reporting against VACCHO's Outcomes Framework, to measure the progress and impact of implementing VACCHO's Strategic Plan: *On Solid Ground*.
- Put VACCHO's MEL principles into practice, by promoting MEL approaches that are: self-determined, strengths-based, participatory, ethical and draw upon Aboriginal knowledge creation and evaluation approaches.
- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus on *Health and Healing*.
- Ensure the key principles of *Culture and Kinship; Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team.
- Regular attendance and participation at Population Health unit meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

**Compliance with VACCHO Standards** VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this.

Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.

- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.

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- VACCHO requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, VACCHO’s directions, Public Health Orders, and Victorian Chief Health Officer directions).

### Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.
- Reasonable and valid evidence that you have received both the first dose and second dose of a COVID-19 vaccine is required and any booster shots when required. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015 (Cth)*. This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. VACCHO will also consider a current medical certification from a medical practitioner that an employee is unable to receive both doses due to a medical contraindication or acute medical illness, but VACCHO will have absolute discretion as to whether or not to accept this exception – after genuinely considering its duty of care and legislative obligations to all workers and visitors]

### Key Selection Criteria

- Demonstrated knowledge and experience in designing and implementing monitoring, evaluation and learning frameworks, tools, systems, and processes. Knowledge of Aboriginal approaches to MEL and knowledge creation is highly desirable.
- Strong analytical and critical thinking skills.
- Proven experience of working alongside, coaching and training staff to improve measurement systems and embed the practice of continuous quality improvement.
- Excellent interpersonal and communication skills and the ability to work with a wide range of people and develop and maintain effective working relationships at all levels.
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

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**Desirable**

- Identifies as Aboriginal and/or Torres Strait Islander

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**Position Description Acceptance**

I ..... have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

**SIGNED** by the **EMPLOYEE**

.....  
Signature:

.....  
Name:

.....  
Date:

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