



## POSITION DESCRIPTION

Position Title	Measurement, Evaluation, Reporting and Learning (MERL) Coordinator
Directorate:	Corporate Services
Program	Projects
Award/Agreement	Individual Contract
Classification	TBA
Reports to	Manager Projects
Direct reports	NIL
Employment Type	TBA
Date of Review	4/02/2021

<p><b>The Organisation</b></p> <p>Since 1984, Windana has helped thousands of people recover from the harmful effects of drugs and alcohol and make meaningful change to lead healthy and fulfilling lives.</p> <p>Windana provides holistic, evidence-based services tailored to each person's unique situation, wherever they may be on their recovery journey. These include residential withdrawal services, residential rehabilitation and a suite of community-based services.</p> <p>We work in and across sectors to improve and refine treatment services and increase community understanding to eliminate the stigma around drug and alcohol dependence, treatment and recovery.</p> <p><b>Our Mission</b></p> <p>Helping people to rebuild their lives.</p> <p><b>Our Principles</b></p> <ul style="list-style-type: none"> <li>• We believe that people can rebuild their lives.</li> <li>• We reduce the harms associated with alcohol and drug use in our communities.</li> <li>• We value individuality, and help people use their strengths and aspirations to guide their journey with Windana.</li> <li>• We embrace diversity in all its forms.</li> <li>• We acknowledge that the land on which we live and work is, was and always will be Aboriginal Land, and pay our respects to the traditional elders, past, present and emerging.</li> <li>• Our relationships are authentic, honest, and respectful.</li> <li>• We are a learning and knowledge-sharing organisation.</li> </ul> <p><b>What we believe</b></p> <p>We believe that people can rebuild their lives.</p>
<p><b>Program Information</b></p> <p>The Projects team is responsible for ensuring the successful implementation of Windana projects to meet the emerging and future needs of the organisation.</p>

Position Objective			
Directly accountable to the Manager projects and collaborating closely with the Executive Director Rehabilitation Services and Executive Director Withdrawal and Community Services. The MER Coordinator will consult with the Executive Team, Managers and Staff on all aspects of monitoring, evaluation, analysis & reporting.			
Position Responsibilities			
<u>Planning</u> <ul style="list-style-type: none"> <li>• Develop M&amp;E detailed plan for next period (e.g. three years) with key priorities and required resourcing (funding, people)</li> <li>• Develop MERL framework in consultation with stakeholders</li> <li>• Implement and imbed the framework within the organisation</li> <li>• Input into the development of the overall privacy, consent and data management policy for organisation</li> <li>• Develop protocol for privacy and consent for routine program delivery M&amp;E</li> <li>• Obtain ethics approval for M&amp;E activities outside of routine M&amp;E</li> <li>• Create supporting documents to implement tools e.g. how to guides, FAQs, videos</li> <li>• Develop data collection and reporting plan for each program area or discrete project</li> <li>• Create data systems to support data management e.g. online tools and storage</li> <li>• Design report templates (e.g. graph and table structures) and dashboards for outputs and outcomes</li> </ul> <u>Data Collection</u> <ul style="list-style-type: none"> <li>• Train staff to administer tools</li> <li>• Ongoing support to staff to administer tools</li> <li>• Collate output data (e.g. admissions, discharge)</li> </ul> <u>Data Management</u> <ul style="list-style-type: none"> <li>• Audit data completion e.g. exception reporting</li> <li>• Audit data quality e.g. checks for duplicates, gaps, errors</li> <li>• Follow up to improve data completion and data quality</li> <li>• Data destruction e.g. opt outs</li> <li>• Adding new data points and datasets to data systems as required</li> <li>• Ensuring compliance with privacy and consent policies and processes</li> </ul> <u>Data synthesis &amp; analysis</u> <ul style="list-style-type: none"> <li>• Completing report templates i.e. data analysis, populating graphs and tables</li> <li>• Identifying and rectifying any emerging data quality issues in dashboards and reports</li> <li>• Sense checking emerging results with content experts (program staff)</li> <li>• Conducting statistical and/or thematic analysis as required</li> </ul> <u>Reporting and dissemination</u> <ul style="list-style-type: none"> <li>• Share reports and dashboards internally with staff e.g. staff updates, staff meetings</li> <li>• Share reports and dashboards with executive</li> <li>• Providing data for reports to donors</li> <li>• Providing data for new grant applications</li> </ul>			
Key Working Relationships			
	Internal:	External:	
	Windana staff and clients	AOD agencies, Allied Health Professionals	

<p><b>Selection Criteria</b></p>
<p><b>Mandatory Skills &amp; Competencies</b></p> <ul style="list-style-type: none"> <li>• At least three (3) years of progressively responsible experience in designing, managing, and implementing results based MERL activities</li> <li>• Demonstrated relevant technical skills in analysing quantitative and qualitative data, with excellent organizational as well as English oral and written communication skills</li> <li>• Demonstrated commitment to data use and learning to improve program performance</li> <li>• Extensive knowledge and experience in reporting procedures, best practices, guidelines, and tools for monitoring, evaluation and learning, including impact evaluation.</li> <li>• Demonstrated ability to work well in a team and across the breadth of an organization.</li> <li>• Proficiency in Microsoft Office programs, i.e., Excel, Word, PowerPoint, etc., and the ability to use various commercially available statistical software programs.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in any of the following or related fields: social science, international development, public health, evaluation, statistics, or economics</li> </ul>
<p><b>Additional Requirements</b></p>
<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Windana clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health</li> <li>• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana</li> <li>• Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation</li> <li>• Be aware of and comply with the Windana Code of Ethics and Practice</li> <li>• Current First Aid certificate or willingness to undertake</li> <li>• Have valid working rights to work in Australia</li> </ul>
<p><b>General Information</b></p>
<ul style="list-style-type: none"> <li>• Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016</li> <li>• All positions at Windana are subject to on-going government funding.</li> <li>• Remuneration Packaging is available in accordance with current legislation.</li> </ul>

- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name:

Employee Signature:

Date: