

31 October 2018

Dear Applicant

**Application Kit – Monitoring and Evaluation Leader**

Thank you for your interest in applying for the Monitoring and Evaluation Leader position with Cape York Natural Resource Management.

To be considered for this position applications must be submitted online at <https://capeyorknrm.com.au/about/vacancies>. The online application process includes the submission of the following:

1. Online application form
2. Cover letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum three pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

The closing date for applications is **Wednesday, 14 November 2018** and your application must be submitted by 4:00 PM (AEST). Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please contact Denise Hinks on 0429 007 954. It is anticipated that interviews will be conducted Monday, 26 November 2018.

For further information on this position, please direct enquiries to Peta-Marie Standley on 0418 198 244, or [pstandley@capeyorknrm.com.au](mailto:pstandley@capeyorknrm.com.au). All applications will be treated with the utmost confidentiality.

Kind Regards

John Gavin  
Chief Executive Officer



# POSITION DESCRIPTION

<b>Position:</b>	Monitoring, and Evaluation Leader
<b>Reports to</b>	Cape York NRM Operations Manager
<b>Works with</b>	Cape York NRM key delivery staff. Partner Organisations including the Northern NRM Alliance.
<b>Location</b>	Atherton
<b>Employment Terms</b>	Permanent Full Time
<b>Classification</b>	Level 3.2
<b>Salary Range</b>	\$83,579 to \$90,468 per annum (full time).

## Position Purpose

The position supports the efficient delivery of programs for Cape York NRM through working collaboratively to develop and implement sound organisational wide Planning Framework and Program Logic along with corresponding monitoring and evaluation plans. The desirable attributes are:

- Relevant degree or equivalent qualification and considerable experience.
- Considerable and demonstrated knowledge and experience in the planning, monitoring and evaluation of natural resource management strategies, plans and projects.

Considerable and demonstrated project management skills and experience, including the ability to meet strict and tight deadlines, work within budgets, motivate staff and partners, and maximise results from limited resources.

## Key Accountabilities

### Management Accountability

- Be responsible for the development and/or implementation and review of the overarching planning framework program logics for Cape York NRM, in collaboration with staff and where relevant, partners.
- Based on these logics, coordinate the development and implementation of a monitoring and evaluation strategy, which provides the logical basis for reporting against organisational strategic and operational plans and external contracts. This includes focusing not only on output reporting but also the evaluation questions and indicators required to report against outcomes and track impact.
- Working with staff, agree on the data collection tools that will be used to gather information for reporting and tracking progress towards the Program Logic at all levels, making refinements and improvements to ensure they are as efficient and effective as possible.
- Supporting staff to undertake performance reporting for external project contract requirements contracts, based on the associated MERI/M&E plans.
- Lead annual organisation-wide planning and evaluation processes, in collaboration with Management and other key technical staff.

### Technical Responsibilities

- Support the Operations Manager to oversee the collection, analysis and quality assurance of information requests.
- Support the Operations Manager to oversee the collection, analysis and quality assurance of information required to report against the M&E/MERI plans.

- Support the leadership team to develop and oversee the planning framework for the organisation.
- Remain informed about the reporting frameworks, formats, timeframes and requirements for the organisation.
- Work with other Monitoring and Evaluation staff in the NQ NRM Alliance, to develop and implement common Monitoring, Evaluation, Reporting and Improvement systems which support the delivery of the Australian Government's RLP Program, for both RLP core services and RLP specific projects.
- Maximise the opportunities to align the planning, M&E and reporting processes with the North Queensland NRM Alliance partners and broader State-wide monitoring and evaluation activities, to support the implementation of common MERI systems and processes, especially in relation to the RLP program.
- Identify opportunities for future harmonisation of M&E, data collection and reporting processes between the NQ NRM Alliance partners (Cape York NRM, Terrain NRM and Northern Gulf NRM), focusing on where strengths lie and where efficiencies can be gained between the organisations.
- Identify the need for, and source, additional technical expertise as required, relating to Program Logic, monitoring, evaluation and reporting.

### **Partnerships and Communication**

- Build positive and mutually-beneficial working relationships with all Cape York NRM staff.
- Work closely with Cape York NRM communications staff to ensure quality information is provided to support communications about achievements.
- Build and maintain positive working relationships with State and Commonwealth Regional Liaison Officers responsible for supporting regions in the areas of monitoring, evaluation and reporting.
- Build and maintain strategic, influential and mutually-beneficial partnerships with staff from other regional bodies responsible for M&E.

### **Problem Solving**

- Support Cape York NRM staff to find realistic, practical and where possible creative and innovative solutions to existing and emerging issues, barriers, challenges and problems relating to monitoring, data collection, reporting and evaluation.
- Independently apply problem solving approaches to issues/situations, ensuring an adequate analysis of necessary and available information, and the appropriate involvement of Cape York NRM staff, partners and others.

### **Organisation wide Responsibilities**

- Participate as required in multidisciplinary working group arrangements;
- Lead the improvement and utilization of Cape York NRM's approach to knowledge management including working with staff responsible for information systems, reporting and other communication processes;
- Participate in performance review processes;
- Perform all duties in accordance with Cape York Natural Resource Management Policies and Procedures and code of conduct; and
- Actively promote and foster a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.

### **Additional Factors**

- 'C' class drivers' licence is required.
- The position may be required to work flexible hours which may include out of ordinary working hours and weekends.
- Qld and inter-state travel on short notice involving overnight stays may be required.

## Selection Criteria

### Management Accountability

- Proven ability to take the lead in the efficient and effective planning, monitoring and evaluation of the activities, achievements and impacts of an organisation, including projects/programs.
- Demonstrated experience and capacity in supporting or facilitating processes for planning, monitoring and evaluation, including applying new innovations to these processes.
- Demonstrated experience in developing high quality performance reports (activity and impact) for both internal (e.g. Board reporting) and external (investor reporting) use.

### Technical Responsibilities

- Demonstrated experience working in natural resource management, with sound knowledge of, and experience in strategic planning, as well as an understanding of regional arrangements for natural resource management.
- Proven ability to manage, analyse and draw conclusions from project implementation data.

### Partnerships and Communication

- Excellent interpersonal skills in diplomatically facilitating and motivating people, and building productive partnerships in the delivery and evaluation of programs or projects.
- The ability to work within, and provide advice and support to, multi-disciplinary teams.
- Demonstrated excellent writing skills across a range of communication/reporting products.

### Problem Solving

- Proven ability to work independently, and oversee the development of frameworks for problem solving in the areas of strategic planning, monitoring and evaluation.
- Ability to recognise/identify potential conflicts, develop effective/constructive strategies to avoid or minimise conflicts, and facilitate innovative solutions and conflict resolution processes.

### Workplace Health and Safety

- Knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.

### Qualifications and Experience

- Relevant degree or equivalent qualification and considerable experience.
- Considerable and demonstrated knowledge and experience in the planning, monitoring and evaluation of natural resource management strategies, plans and projects.
- Considerable and demonstrated project management skills and experience, including the ability to meet strict and tight deadlines, work within budgets, motivate staff and partners, and maximise results from limited resources.

		John Gavin	22 October 2018
CEO Approval:	Signature	Name	Date