



## Evaluation Officer

### A targeted Aboriginal and Torres Strait Islander role\*

SharingStories Foundation has an exciting opportunity for an experienced Evaluation Officer.

Position status	12 month fixed term contract with likelihood of extension.
Position Type	0.4
Location	Brisbane based/ Negotiable
Closing date	22-Jan-2024
Yearly salary	\$85K Pro Rata
Annual Leave	4 weeks
Contact Person	Sharon Williams

## Organisational Background

SharingStories Foundation works with Aboriginal and Torres Strait Islander communities to protect, maintain and grow language, stories and cultural heritage. Engaged as a culturally safe partner, we deliver community driven digital arts programs and education initiatives.

Our creative practice engages elder and child, traditional and modern, oral and digital storytelling, Aboriginal and Torres Strait Islander and non-Indigenous. We work with a Both Ways approach across all aspects of our programming.

## Purpose of the role

A rewarding opportunity has become available to join SharingStories Foundation's Team as an Evaluation Officer. This role is responsible for coordinating, and undertaking research and evaluation activities across SharingStories initiatives to inform improved organisational decision-making, service delivery and community driven goal impacts.

## KEY AREAS OF RESPONSIBILITY

- Lead the delivery of high quality research and evaluation
- Lead the design, development and implementation of multiple significant research and evaluation projects and team members allocated to those projects.
- Provide methodological, analytical and research evaluation advice to the SharingStories Executive Team
- Provide high quality strategic advice and prepare high level research reports, submissions, briefing material, and correspondence. Reports may be required to be written or delivered as verbal briefings.
- Undertake insightful qualitative and quantitative data analysis
- Implement research findings and devise innovative approaches to research and evaluation.

- Establish and enhance collaborative working relationships with internal and external networks and stakeholders.
- A collaborative, team-based approach to work

Comfortable and collaborative office environment in the Fortitude Valley, Brisbane close to transport, within walking distance to life-admin amenities. Our flexible approach to supporting employees will ensure you have a balanced work and lifestyle. It is a truly unique work environment and a great opportunity to progress your career.

## KEY COMPETENCIES AND ATTRIBUTES

- Solid content writing skills, editing and proofreading skills with the ability to change the tone of voice to suit different audiences
- Exceptional Communications skills – both written and verbal
- Strong organisational skills – ability to multitask
- Analytical skills with an ability and eagerness to analyse trends
- Demonstrated cultural knowledge of working with Aboriginal and Torres Strait Islander Peoples

**\*As a targeted role, your Aboriginal and Torres Strait Islander cultural knowledge and experience is essential to this role. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.**

To apply please email your CV, cover letter addressing the Key Areas of Responsibility section to [sharon@sharingstoriesfoundation.org](mailto:sharon@sharingstoriesfoundation.org) using the subject line: **Evaluation Officer**

If you'd like to learn a little more about SharingStories Foundation please review our [SSF website](#) or the [Jajoo Warrngara](#) educational website.

Applications close January 22 2024 with interviews the following week and to commence work as soon as possible thereafter.

