



**EVALUATION AND STRATEGY  
ANALYST**  
**Position Number: 6447 Level: 6**  
**ANZSCO: 224412**

## JOB DESCRIPTION FORM

**THE ROLE**

The Evaluation and Strategy Analyst will be responsible for

- Managing the implementation of the Community Preparedness Directorate Monitoring and Evaluation Framework.
- Designing strategies for evaluating community preparedness initiatives, including measuring and demonstrating social impact and cost-benefit at a strategic and program level.
- Implementing and coordinating systems and processes for timely and effective data collection, analysis and reporting.
- Evaluating and reporting on risk reduction outcomes in DFES community preparedness activities.
- Providing high level policy advice based on empirical evidence and support the development of community preparedness strategies, business plans and project management plans and the continuous improvement of community preparedness programs and initiatives.

**REPORTING RELATIONSHIPS**

**ORG STRUCTURE**

**STRATEGY AND EMERGENCY MANAGEMENT  
RESILIENCE AND RECOVERY  
COMMUNITY PREPAREDNESS**

**THIS ROLE REPORTS TO**

Director Community Preparedness (P2346) Level 8

**POSITIONS THAT REPORT TO THIS ROLE** Nil

**ABOUT US**

As Western Australia’s leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Our volunteers are the biggest workforce of our organisation and play an important role in keeping our community safe. DFES recognises the critical role our volunteers play and the positive impact they make to the community. Supported by this extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.



## SPECIFIC RESPONSIBILITIES

*Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.*

### Program Evaluation

- Implement and maintain the Community Preparedness Directorate Monitoring and Evaluation framework for measuring key program, strategic and business indicators.
- Develop and manage systems and processes to facilitate data collection, monitoring and analysis and performance reporting.
- Manage evaluation of community preparedness initiatives using quantitative, qualitative and mixed methods research (in person and online) including cost-benefit analysis.
- Analyse data and translate findings into a variety of formats suitable for a range of internal and external audiences including senior management, staff and volunteers, external stakeholder organisations, community groups and the broader public.
- Monitor the success of community preparedness programs against set departmental key performance indicators.
- Build evaluation capability across the community preparedness team, and relevant operational staff and volunteers as required.

### Strategic Program Alignment

- Promote the community engagement preparedness business objectives through key strategic relationships with range of stakeholders.
- Undertake specific reviews of existing policies, programs and practices to ensure compliance and achievement of strategic community preparedness objectives.
- Take responsibility for researching, analysing and measuring state-wide community preparedness programs and provides strategic advice about best practice approaches to support future program development.
- Maintain an awareness of relevant trends and issues influencing community preparedness and engagement, nationally and internationally and contribute to innovation and program improvement strategies.
- Support the Community Preparedness Directorate team members to deliver disaster resilience outcome based programs

### Project Management

- Schedule evaluation activities and monitor tasks across multiple evaluation projects to ensure data integrity and implementation within time and budget.
- Formulate project plans to manage and implement project responsibilities. Contribute to operational and business planning as required.
- As directed by the Director, participate in and support committees, working parties and other project teams involved with community engagement initiatives.

### Other

- Undertake a community liaison team leader role during operational incidents including bushfires, cyclones, floods etc.
- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Apply DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.



## SELECTION CRITERIA

*Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.*

### ESSENTIAL

1. Demonstrated understanding of contemporary evaluation theories and methodologies and demonstrated experience in designing and conducting program evaluation.
2. High level data collection, analysis, and evaluation skills, including the use of tools such as Survey Monkey, Excel, SPSS or similar.
3. High level written and interpersonal communication skills including evidence of excellent report writing and presentation skills.
4. Demonstrated experience in developing policy and governance frameworks to facilitate business improvement.
5. Knowledge of the mechanics of behaviour change and/or social and economic development, particularly as they pertain to disaster resilience education programs.
6. Demonstrated contemporary project management skills such as Prince2.

### DESIRABLE

1. Post graduate qualifications in Social Science or equivalent in a relevant discipline or equivalent experience in designing and implementing social research

## POSITION INFORMATION

**LOCATION:** Cockburn Central

**SPECIAL CONDITIONS:** Employees in this position must be available and willing to work flexible hours at times (including during emergency incidents) outside normal office hours including weekends and public holidays and participate in a State Duty Roster.

Employees in this position will be required to undertake travel throughout the State when necessary.

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.*

*Authorised and signed by:*

**DIRECTOR COMMUNITY PREPAREDNESS**

Name: MORIEA LECLERCQ

Signature: 

Date: 14/02/2019

**MANAGER WORKFORCE SERVICES**

Name: CONNOR DAVIES

Signature: 

Date: 14/02/2019

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

HR Consultant Name: JULIE LAMBERTH

HR Consultant Position: Human Resources officer

HR Consultant Signature: *J Lambert*

Date: 14/02/2019