



JOB DESCRIPTION

LEGAL AID WESTERN AUSTRALIA

Evaluation Consultant

Level 5 - Full Time - 37.5 hours per week (710TE209)

Regions and Special Projects Division

Perth

Job Description

The Evaluation Consultant's role is centered on developing the knowledge and capacity necessary to embed effective and rigorous monitoring and evaluation of Legal Aid Western Australia's programs, services, and project initiatives.

The role serves to increase capacity in evaluation across Legal Aid Western Australia integrating evaluation practice into ongoing work, and helping to build a culture of enquiry supported by a solid and credible evidence base that is used to:

- Inform and improve the design and delivery of services for legal aid clients and the community,
- Support Legal Aid WA's strategic direction, and
- Help communicate our public value to the community and our stakeholders.

About Legal Aid Western Australia

Legal Aid WA provides legal assistance services across Western Australia and the Indian Ocean Territories. We serve the broader community by providing information and legal advice with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as representation and mediation, to those who need them most. Legal Aid delivers through a network of offices, Virtual Offices, outreach locations and private lawyers across the State. We have a statutory duty to deliver legal aid in the most effective, efficient, and economical manner. Legal Aid WA reports to the State Attorney General.

Our Vision, Mission, and Values

Vision

Equitable access to justice to support a fair and safe community.

Mission

To assist the community by providing quality and timely legal help to those who need our assistance.

Core Values

Making a difference: We're committed to helping people understand and protect their rights.

Client-centered: We put clients at the centre of everything we do.

Respect: We care about our clients and the community in which we live.

Innovation: We're committed to continuous improvement

Transparency: We are an open and accountable organisation.

Reporting Relationships

Regions & Special Projects Division



Scope of Duties

- Work with relevant program managers and other senior staff across Legal Aid WA providing tailored advice and practical support to develop and implement integrated evaluative practice and targeted monitoring and evaluation approaches for programs, initiatives, and services.
- Lead or assist with the monitoring and evaluation of a portfolio of key programs, services, and projects. This includes leading or assisting with program logic/ theory of change processes, and developing, implementing and/or assisting with fit-for-purpose monitoring and evaluation frameworks, plans and tools.
- Build capacity of staff across Legal Aid WA to undertake appropriate monitoring and evaluation activities, including the gathering of relevant quantitative and qualitative data, production of reports, and the development of systems and skills to use findings to improve services.
- Support the ongoing development, implementation and continuous improvement of Legal Aid WA evaluation approach including tools, templates and related systems and resources.
- Help monitor, review, and evaluate Legal Aid WA's achievements and performance against Legal Aid WA Strategy, and other key organisational planning documents.
- Support the management of externally led evaluations, including collaborating with, and managing, external consultants, and coordinating relevant processes to support the delivery of high quality, independent evaluation reports.
- Work closely with other related areas in Legal Aid WA to ensure the seamless integration of evaluation into relevant work, including, but not limited to, service design, research, data and reporting, finance, planning, and communications.
- Undertake other relevant duties as directed by the Director Regions and Special Projects.
- Other duties as required.

Selection Criteria

If any of the criteria below are in bold only those bold criteria must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- **Demonstrated experience in the monitoring and evaluation of programs and/or projects, preferably in the not-for-profit, government and/or legal sectors (however, any relevant experience will be considered).**
- **Experience in building capacity of staff in the use of monitoring and evaluation approaches, including demonstrated experience in facilitation and delivering hands-on and practical training and mentoring.**
- Excellent interpersonal and influencing skills including demonstrated experience in building collaborative relationships and the ability to contribute to the success of a small team.
- **Knowledge of evaluation theories and methods, including the ability to design practical and adaptable tools for busy service delivery organisations, and experience using program logic/ theory of change and related approaches, and analysing a variety of qualitative and quantitative data.**
- Highly developed communication skills including the ability to convert evaluation findings into concise reports and meaningful advice.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice.
- Values people, partnership, and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

QUALIFICATIONS / LICENCES

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- Relevant tertiary qualification (desirable)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police History Check and 100-point identification check.



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WESTERN AUSTRALIA