

POSITION DESCRIPTION

PositionTitle:	Research, Data and Evaluation Officer
PositionType:	Permanent (Full-Time) or (Part Time), 0.6 to 1.0 FTE
Classification Level:	SCHADS 5
Salary range:	\$97,377.80- \$101,787.92, pro rata
Location:	Darwin
Direct Reports:	None
Responsible To:	Director of Practice Quality
Requirements:	<ul style="list-style-type: none"> • Ability to maintain a current Northern Territory working with children check (Ochre Card). • A satisfactory national criminal history check.

About Relationships Australia Northern Territory

Relationships Australia Northern Territory (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services, for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances.

Our clients are often dealing with complex and sensitive situations, so we look for employees who are understanding, knowledgeable and genuinely care about the wellbeing of others.

Purpose

We empower individuals, families, and communities to grow through a rich culture of belonging, connection, and respectful relationships.

Values

Fostering an organisational culture that embodies the following values is at the heart of how we operate at RA-NT:

Value:	This means:
Listen with compassion	We care deeply for each other and our clients. We are committed to listening with curiosity and empathy, and to providing a space for people to feel safe and supported.
Work together with respect	Relationships and the way we connect with each other are our lifeblood and are core to building each other up and working towards growth and healing.

- Celebrate difference** We embrace diversity and prioritise inclusion, equity and self-determination.
- and promote fairness** We are strong in our commitment to social justice across ages, gender, cultural and financial differences.
- Strive for quality and trust** We value honesty and truth, and we do what we say we will do with a commitment to quality and professionalism. We are always learning about our clients, ourselves and best practice, to deliver the best services and programs that we can.

Position Statement

This position plays a pivotal role in helping Relationships Australia Northern Territory (RA-NT) understand the impact of its programs through high-quality evaluation. The Data, Research and Evaluation Officer is responsible for designing and managing evaluation strategies, collecting and analysing data, and translating findings into meaningful insights that drive program improvement and innovation.

Using both qualitative and quantitative methods, the role uncovers the 'data story' and presents it in ways that inform strategic and operational decisions. The position works autonomously and collaboratively, providing training and support to internal stakeholders, and contributes to special projects at the discretion of the CEO.

Key Accountabilities and Deliverables

- Design and manage robust evaluation tools and frameworks (qualitative and quantitative) for RA-NT programs.
- Analyse and interpret program data to improve efficiency, service quality, and alignment with contractual and budgetary requirements.
- Develop accessible and engaging reports, briefings, and presentations tailored to a range of stakeholders.
- Recommend and implement appropriate methodologies to assess outcomes and set program-specific targets.
- Identify and report on risks and trends across programs through data analysis.
- Review and enhance systems for capturing and analysing client feedback, including complaints and compliments.
- Promote a data-informed culture by providing training and resources to service delivery teams.
- Guide teams on effective use of data and evaluation findings for planning and decision-making.
- Assist with KPI development and monitoring for Activity Work Plans.
- Present findings internally and externally, including at conferences and sector events.
- Collaborate with the Director of Practice Quality to identify and prioritise evaluation projects.
- Support proposal and tender development with relevant data insights.
- Contribute to reports for the Board and Executive.
- Participate in the National Relationships Australia Research Network.

Qualifications and Experience

Essential

- Tertiary qualifications in a relevant field and relevant experience or an equivalent combination of relevant experience and/or training in research, community services, or health care.
- Strong research skills with experience in both qualitative and quantitative evaluation methods.
- Proven ability to interpret and communicate complex data clearly and creatively.
- Demonstrated ability to deliver insight-driven reports and presentations.
- Familiarity with research-related software and tools.
- Excellent verbal and written communication skills, adaptable to different audiences.
- Strong analytical and problem-solving skills.
- Ability to work independently and manage multiple priorities.
- Experience working in collaborative and agile environments.
- High proficiency in Microsoft Office and data analysis tools.
- Organisational and time management skills, with ability to meet competing deadlines.

Desirable

- Experience in the not-for-profit or community services sector.
- Knowledge of program funding and reporting frameworks.
- Previous experience in a research position or in a health or policy related area, with qualitative or quantitative data collection and handling.

Please note that Position Descriptions are under regular review and may be changed by the Chief Executive Officer, after consultation, at any time.

Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name:

Signature:

Date:

<i>Reviewed by:</i>	<i>Human Resources</i>	<i>June 2025</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	