



headspace[®]

National Youth Mental Health Foundation

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headspace.org.au

Position Description

Senior Evaluation Officer

Location:	headspace National Office
Department:	Research and Evaluation
Salary range:	HS6
Employment Type:	Full Time, Maximum Term
Approved By:	<u>Debra Rickwood</u>
Date Approved:	<u>November 2017</u>
Agreed By:	<u>_____</u>
Date Agreed:	<u>_____</u>

1 HEADSPACE PURPOSE

To build the resilience of young people and the future potential of Australia by delivering effective youth mental health services in partnership with young people, their families and their local communities.

2 HEADSPACE VALUES

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Achieve – We are responsive to community needs and deliver on expectations
- Passionate – We are dedicated to making a difference in the lives of young people and their families

3 POSITION SUMMARY

The primary purpose of this position is to support the **headspace** Research and Evaluation Division in the evaluation of the **headspace** Youth Early Psychosis Program (hYEPP).

The **headspace** Youth Early Psychosis Program (hYEPP) is the operationalisation of the Early Psychosis Prevention and Intervention Centre (EPPIC) model on the **headspace** primary care platform. EPPIC is an internationally recognised evidence-based model to support young people who are at high risk of or are experiencing a first episode of psychosis that has been developed over 20 years by Orygen Youth Health (Orygen). hYEPP has been implemented in 14 **headspace** centres (6 hubs and 8 spokes) across Australia.

The Senior Evaluation Officer will take a lead role in supporting the external evaluation of hYEPP, including liaising with the external evaluators and the Department of Health, and assisting the evaluators with access to hYEPP centre staff and service users. The role will be responsible for monitoring and supporting centre compliance against the hYEPP minimum data set (MDS), supporting the fidelity assessment being undertaken by Orygen, and facilitating the provision of a comprehensive data set to the external evaluators.

4 POSITION CONTEXT

The Research and Evaluation Division conducts, facilitates and translates research that informs **headspace** services and initiatives, to ensure they are underpinned by the best available evidence, are rigorously evaluated, and that the **headspace** network is used to advance knowledge in the field.

This position requires a motivated person with highly developed skills in evaluation, research, and qualitative and quantitative data analysis in health or mental health settings. The incumbent will also have highly developed conceptual and analytical skills, exceptional interpersonal and communication skills, and be able to operate effectively at a national level with a range of individuals and organisations.

The position will reside in the Division of Research and Evaluation and be directly accountable to the Evaluation Manager.

5 KEY RESPONSIBILITIES/OUTCOMES

The Senior Evaluation Officer will:

- Lead all evaluation activities for hYEPP.
- Support the external evaluation of hYEPP through liaising with the external evaluators and the Department of Health, assisting the evaluators with access to hYEPP centre staff and service users, and facilitating the provision of a comprehensive data set to the external evaluators.
- Monitor and support centre compliance against the hYEPP minimum data set (MDS).
- Support the fidelity assessment being undertaken by Orygen through active collaboration and the provision of relevant MDS data.
- Work closely with the hYEPP Senior Project Manager and the Business Performance & Data Management team to build relationships with hYEPP centres and ensure availability and access to comprehensive data for the external evaluation.
- Undertake quantitative data analysis to determine implementation progress, service quality and achievement of program objectives.
- Lead the writing of reports, other publications and presentations for key internal and external stakeholders.
- Work collaboratively with Research and Evaluation team to build evidence in youth mental health generally.

- Any other duties consistent with the position where required by the Manager of Evaluation.

The key outcome for this position is:

- To effectively lead the evaluation activities of hYEPP and support the external evaluation by liaising with key stakeholders and promoting the successful implementation of the MDS.

6 SELECTION CRITERIA

The following criteria must be met for consideration for this position:

6.1 Essential

- Post graduate degree level qualifications in social or behavioural sciences, evaluation, health sciences or other relevant discipline with a strong research and evaluation component.
- High level expertise and experience in the development and implementation of evaluation processes within a health, mental health or community care setting.
- Knowledge and understanding of youth mental health and early psychosis services and policy context.
- High level qualitative and quantitative research and data analysis skills.
- Capacity to problem solve and negotiate successful outcomes in potentially challenging circumstances.
- Excellent written and verbal communication skills, including experience developing analytical reports and the ability to liaise with and present information to diverse audiences.
- Thorough working knowledge of Microsoft Office including Word, Excel and PowerPoint
- Strong experience using data analysis and reporting software, preferably SPSS (or STATA), NVivo and Tableau.

6.2 Desirable

- Demonstrated capacity to work in a multi-disciplinary health context with a wide range of stakeholders.

7 POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times.