

August 2024

Advisor (Singapore)

Job description

Reporting to	Principal Advisor	Work location	Singapore
Contract length	24 months, with possibility for extension (incl. 6-month probation)	Time fraction	1 FTE
Salary	Competitive salary reflective of skills and experience	Direct reports	Research Assistant(s) Senior Research Assistants
Benefits	4 weeks' annual leave, plus 5 days' company leave 1 month performance bonus 14 days' medical leave plus 46 days' hospitalisation leave Up to SG \$3,700 health benefits (all benefits pro rata)	Working relationships	Internal: working closely with CEI staff across projects External: working closely with stakeholders, agency, government and philanthropic partners.
Assets	Laptop/computer, mobile phone	Criminal record check	Required
Travel	Locally in Singapore	Working with children check	Required

Who is the Centre for Evidence & Implementation (CEI)?

At CEI, we believe sound evidence and effective implementation have the power to solve our most pressing social problems. We work with policymakers, practitioners, organisational leaders, and funders – motivated by our mission to close the gap between what we know (from research) and what we do (in practice).

An independent not-for-profit organisation with offices Melbourne, Sydney, London, Singapore, and Oslo, we are passionate about using our expertise to improve the lives of children, families, and communities.

Our core areas of work encompass:

- Translating research into actionable insights.
- Implementing evidence into routine practice using implementation science.
- Rigorous evaluation of policies, practices, and programmes.
- Fostering cultures that value evidence for tangible change.

To find out more about CEI, please visit www.ceiglobal.org

Role purpose

CEI provides government, service sector and philanthropic decision-makers with rigorous data analysis and feasible solutions to support them in improving the lives of people facing adversity. The Advisor supports these projects, using rigorous methodology applied to real-world research and evaluation.

Working closely with the Director and Principal Advisors, the Advisor applies their skills and knowledge across a range of strategic activities, such as use of evidence in intervention development and improvement, evidence synthesis, evaluation, and advancing implementation science.

The Advisor supports CEI's partners in Singapore and regionally to evaluate policies, programmes, and service models: conducting evidence reviews (e.g., evidence insights, landscape studies, rapid reviews); developing theory of change and programme logic models; conducting and overseeing data collection and analysis; report writing, facilitating workshops; coaching and advising on methods and approaches; developing implementation plans and presentations of findings. The Advisor also contributes to project management, research activities and publications – as required by CEI's project portfolio.

Key areas of responsibility

Key areas of accountability are outlined below. Other duties will be performed, as required.

As part of a global organisation, there may be occasions when work and meetings will be conducted outside regular business hours, and this role may involve working on projects and initiatives across CEI's offices, i.e., working virtually with our UK or Australian teams.

Evaluation and enhancement of programs and services

- Contribute to the design of evaluations, including impact, implementation, and process evaluations.
- Design data collection instruments and systems (e.g., surveys, qualitative interview schedules, administrative data collection), including researching and selecting validated measures.
- Undertake interviews and focus groups and oversee survey administration.
- Analyse qualitative and quantitative data.
- Conduct Theory of Change workshops with stakeholders and funders and produce Program Logics.
- Contribute to the development of evaluation methodology, including hybrid effectiveness-implementation designs.
- Provide implementation support for evidence-informed programs and services, including supporting implementation teams and training, and contributing to the development of implementation plans.
- Establish monitoring and evaluation processes to measure implementation quality.
- Prepare evaluation protocols and plans, research ethics committee applications, and data management documentation and plans.
- Contribute to reports, summaries and presentations for a variety of audiences, including academic audiences, policymakers, program managers and practitioners.

Evidence synthesis

- Contribute to the design of evidence syntheses, including systematic reviews, rapid reviews, scoping reviews, and evidence and gap maps.
- Design search strategies for systematic reviews, rapid reviews, scoping reviews and evidence and gap maps, and undertake searches of academic databases and grey literature.
- Design screening criteria and undertake and oversee screening of literature, using Covidence or similar systems.
- Extract data from screened-in studies and oversee the work of other team members.
- Summarise extracted data and write research syntheses.

Project management

- Project planning and organisation, including coordinating project teams and resources, setting up timetables and project management systems, identifying project risks, budget monitoring, setting up invoicing and contracts.
- Regular reporting to and liaising with clients and funders.
- Undertake consultations with key stakeholders, service providers and clients.
- Adhere to CEI quality control and governance processes.

CEI business operation and development

- Contribute to the preparation of competitive tenders, project proposals and grant submissions.
- Prepare reports, publications and project overviews for CEI publications (e.g., website and newsletters).
- Participate in, and contribute to, CEI's internal operations, activities and processes – such as team meetings, knowledge exchange and performance tracking.
- Support the development and maintenance of strong stakeholder relationships.
- Contribute to CEI's thought leadership in implementation science and evaluation.

Health and safety requirements

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Comply with emergency evacuation procedures.
- Report all incidents, injuries, and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures.

Key selection criteria

The ideal candidate will have strong expertise in evaluation and research methods, with capacity to translate findings into feasible actions for real-world implementation. They will be passionate about and committed to using their skills to improve policy and service delivery that affects people's lives. They will find CEI to be a highly motivational and energising environment, providing exposure to a wide range of ideas and opportunities, with a supportive culture that embraces social justice, diversity, exceptional quality standards, hard work, and fun. CEI is a learning environment committed to professional development and growth for all team members.

Essential skills and experience

- Solid experience in research and evaluation roles, including strong skills in gathering, translating, and communicating evidence for policy and practice.
- Proven capabilities in project management and organisational skills, with an ability to manage multiple tasks in a dynamic environment and produce deliverables on time.
- Sound understanding of rigour in evaluation and evidence synthesis.
- Demonstrated experience in at least one of the following content areas: child and social welfare, education and training, early years, parenting and families, justice, international development, health and mental health, housing and homelessness, philanthropic practice; and willingness to quickly develop expertise in other areas.
- Excellent written communication skills, including strong capabilities in synthesising and communicating research to non-expert audiences.
- Excellent verbal communication skills and the ability to collaborate with a broad variety of stakeholders from policy, research, and practice with gravitas and sensitivity.
- Strong interest in the philanthropic sector; awareness of key sector trends.

Personal

- Demonstrated interpersonal skills, including a solution-focused, collaborative approach to multi-disciplinary teamwork.
- Commitment to understanding equity, diversity, and inclusion and embedding these principles in work.
- Dedication to a quality, learning, and improvement culture.
- Ability to be flexible, efficient, and proactive in solving problems.
- Able to act with sensitivity, discretion, and confidentiality as required.
- Demonstrated ability to perform at a high standard in a fast-paced environment.

Qualifications/accreditations

- Postgraduate degree with a significant research component in Psychology, Economics, Social Science, Health or related disciplines, or an equivalent level of scholarship (through at least 4 years of work experience).

Only applicants with the right to work in Singapore will be considered.

Diversity and inclusion at CEI

Diversity and inclusion are fundamental to CEI's work. We are driven to improve outcomes for communities facing adversity through leveraging the best available evidence. We actively seek and welcome applications from people with diverse backgrounds, and with lived experience of the social issues our work addresses, and in the communities we aim to serve.



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