

IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: BCGEU)
FROM: HUMAN RESOURCES DEPARTMENT
RE: REGULAR FULL-TIME POSITION - VANCOUVER
DATE: December 20, 2011

POSITION: **EVALUATIONS AND POLICY COORDINATOR**
(This position is on a Modified Workweek Schedule)

PRIMARY FUNCTION:

Design, develop, conduct, and oversee evaluation activities related to organization policies, projects and services and perform other related evaluation activities including analysis of evaluation results, recommendations, preparation of reports, dissemination of information, and provision of overall guidance and support related to the evaluations function.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

DUTIES:

DESIGN, DEVELOP, CONDUCT AND OVERSEE EVALUATION ACTIVITIES RELATED TO ORGANIZATION POLICIES, PROJECTS, AND SERVICES:

- Design, develop and oversee the management of the evaluation framework, logic models, and performance measurement plans;
- Define outcomes and develop and apply appropriate evaluation methodologies and tools to meet stakeholder needs, and in compliance with funder requirements;
- Consult with internal and external stakeholders about data collection systems to ensure appropriate and relevant data is collected for evaluation purposes and to measure outcomes for project success;
- Conduct evaluation activities: collect data, conduct evaluation surveys, including interviews, and facilitate focus groups for evaluation projects;
- Develop, negotiate, facilitate, and manage the contract process for external evaluations, provide evaluation framework, assist with data collection and interpretation of results, and administer external evaluation contracts;
- Design, lead, and provide project management expertise for evaluation projects; and
- Follow up on progress of evaluation recommendations.

PERFORM OTHER RELATED EVALUATION ACTIVITIES INCLUDING PREPARATION OF REPORTS AND DISSEMINATION OF INFORMATION:

- Analyze evaluation project results and prepare background reports, briefing notes, and reports for internal and external audiences to disseminate the information and document results;
- Compile, edit, and incorporate evaluation findings into recommendations designed to improve service delivery and ensure accountability for results. Facilitate use of evaluation findings to improve projects and assist in making decisions about whether to continue a pilot project, or modify project processes, systems and/or outcomes;
- Prepare and present data findings, recommendations, and reports to a variety of audiences;
- Provide evaluation expertise and support to all organization divisions; and
- Provide evaluation advice, coaching, and training to support organization learning needs.

PROVIDE PROJECT MANAGEMENT EXPERTISE AND FACILITATE COMPLETION OF POLICY PROJECTS:

- Develop and implement project plans, schedules and task tracking systems for policy development and revisions projects;
- Do direct research, search research data, and synthesize information;
- Support preparation of policy documents; and
- Facilitate the work flow of the policy development team.

PERFORM OTHER RELATED DUTIES:

- Develop evaluation processes and systems; create evaluation templates;
- Develop and maintain evaluation databases; and
- Perform other related duties, as assigned.

This competition requires the candidate to complete the following tests:

- MS Word – Intermediate
- MS Excel – Intermediate
- MS Powerpoint - Intermediate
- Typing – 45 wpm

Continued on page 2

**Evaluations and Policy Coordinator
Competition B023-11**

QUALIFICATIONS:

Basic requirements

- Bachelors degree in a research oriented social science field
- Evaluation training and/or evaluation work experience
- Minimum of 3 years related experience
- Typing 45 wpm
- Intermediate level in MS Word
- Intermediate level in MS Excel
- Intermediate level in MS Powerpoint
- Or an equivalent combination of education and experience

Rated requirements

- Knowledge and experience using evaluation methodologies
- Strong statistical, analytical and interpretive skills
- Demonstrated experience in quantitative and qualitative evaluation methods
- Advanced level word processing, Excel and Database skills
- Good knowledge of social justice, community issues, and the Canadian justice and legal system
- Strong skill in drafting evaluation framework and reports
- Strong administrative, analytical, organizational and planning skills
- Strong oral and written communications, group facilitation, problem solving and interpersonal skills
- Ability to present evaluation information and interpretation to both legal and lay audiences, including those within the organization and external authorities.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to provide advice and assistance on matters related to the work.
- Ability to function independently and under pressure and to support a variety of diverse projects concurrently.
- Excellent organization and time management skills

Salary: Job Class 18 (\$51,118.00 - \$57,324.00)

Closing Date: January 13, 2012

Starting Date: As soon as possible

We offer (based on your employment status and affiliation):

- A competitive salary
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 12 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition no: B#023-11
400-510 Burrard Street
Vancouver, BC V6C 3A8
Fax: (604) 682-0725

HR Contact: _____
Ruby Bains Aulakh

E-mail address: resumes@lss.bc.ca

VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted.