

May 2024

# Principal Advisor (Singapore)

## Job description

	<b>Reporting to</b>	Director	<b>Work location</b>	Singapore
	<b>Contract length</b>	12 months (maternity cover), with possibility for extension	<b>Time fraction</b>	0.8 to 1 FTE
	<b>Salary</b>	Competitive salary reflective of skills and experience	<b>Direct reports</b>	Research Assistant(s) Senior Research Assistants
	<b>Benefits</b>	4 weeks' annual leave, plus 5 days' company leave 1 month performance bonus 14 days' medical leave / Up to 60 days' hospitalisation leave Up to SG \$3,700 health benefits  (all benefits pro rata)	<b>Working relationships</b>	Internal: working closely with CEI staff across projects  External: working closely with stakeholders, agency, government and philanthropic partners, and our partners at National University of Singapore
	<b>Assets</b>	Laptop/computer, mobile phone	<b>Criminal record check</b>	Required
	<b>Travel</b>	Locally in Singapore, Asia and occasionally further for conferences	<b>Working with children check</b>	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](http://www.ceiglobal.org)

## Role purpose

Working closely with the Director, the Principal Advisor's primary role is to lead/manage a portfolio of CEI projects across a range of strategic activities, including: applying evidence in intervention development and improvement, evidence synthesis, evaluation, and advancing implementation science.

A large proportion of the role (0.6 FTE+) involves collaborating with the Centre for Holistic Initiative for Learning and Development (CHILD) at the Yong Loo Lin School of Medicine, National University of Singapore, where CEI is a Founding Research Partner. CHILD brings together experts in the field of translational research, child development, and implementation science to help give children the best start to life. The Principal Advisor leads and supervises project teams within CEI and alongside CHILD collaborators to design, enhance and evaluate interventions targeting children (0-6 years), families and early childhood educators.

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 Principal Advisor leads and supports projects using rigorous methodology applied to real-world research and evaluation.

The role 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 Principal 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.

### Research and evaluation methods leadership

Manage the design, planning and delivery of projects, including a diverse range of activities that contribute to the methodologically rigorous enhancement and evaluation of programmes including, but not limited to:

- Designing, establishing and delivering projects, or components of projects, requiring strong quantitative research and evaluation skills.
  - Conducting and/or leading the process of sophisticated quantitative and qualitative analyses of experimental, quasi-experimental and hybrid effectiveness-implementation evaluations.
  - Leading the conduct of evidence reviews and syntheses.
  - Contributing to the development of evaluation methodology including hybrid effectiveness-implementation designs.
  - Preparing evaluation plans and human research ethics committee applications in collaboration with Chief Investigator Groups and senior CEI staff.
  - Implementing research and evaluation quality control processes and participating in CEI's Methods Lab.
- Disseminating evaluation findings and keeping abreast of current grey and academic literature in relevant fields.
  - Preparing publications for various audiences, including academic audiences, policymakers, programme managers and practitioners.
  - Participating in appropriate research and evaluation networks and collaborations.
  - Developing and presenting outcomes from research and evaluation activities at relevant internal and external forums.

## **Project management**

Conducting project planning and management activities to a high quality within budget and timeframes, including, but not limited to:

- Establishing and managing project governance, project planning, and budgets.
- Identifying project risks, running Chief Investigator Group meetings, and undertaking regular reporting and liaison with clients.
- Managing relationships with evaluation consortium partners.
- Undertaking consultations with key stakeholders, including peak bodies, service providers, and clients.
- Preparing reports, publications, and project overviews.
- Managing teams (within CEI and as part of consortia) to deliver projects on time and to a very high quality.

## **CEI business operation and development**

- Contributing to the preparation of competitive tenders, project proposals, and grant submissions.
- Participating in, and contributing to, CEI's internal operations, activities and processes, such as team meetings, knowledge management, line management, and performance tracking.
- Supporting the development and maintenance of strong stakeholder relationships
- Contributing 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 rigorous 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

- Education: Minimum of a postgraduate degree with significant research component in Psychology, Social Science, Health, or other relevant discipline.
- At least 7 years' prior experience in research and evaluation roles, including strong skills in gathering, translating, and communicating evidence.
- Experience in intervention design promoting child development and/or mental health.
- Strong project management and organisational skills, with an ability to manage multiple tasks in a dynamic environment and produce deliverables on time and to a high quality.
- An understanding of the challenges of service delivery in child, youth and family services – in general, and in Singapore in particular.
- Excellent written and verbal communication skills, and the ability to collaborate with a broad variety of stakeholders from policy, research, and practice.
- Demonstrated interpersonal skills, including problem resolution and a collaborative approach to multi-disciplinary teamwork.
- Demonstrating high motivation and ability to establish priorities, set and maintain deadlines, and adapt to a fast-paced environment.
- Demonstrates a high level of integrity and professionalism.
- Willingness to help to build a learning environment.

### Desirable attributes

- PhD in a relevant field.
- Experience working with diverse stakeholder groups, including early childhood educators and young children.
- Track record in applying for, and securing, funding from grants and/or competitive tenders.
- A strong understanding of implementation science and its application to evaluation.

*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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