

EMWPREP PROJECT OFFICER (NCOP) (Fixed term to 31 Dec 2018)

Job Ref: REQ17324

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

The East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP) was formed in July 2011 in response to the cut in Aimhigher funding. The partnership (comprising of thirty-three members) utilises data to effectively target learners for interventions, captures and stores learner data on a bespoke database, and deploys appropriate methods to monitor and evaluate members' outreach work, with the aim of tracking learners through their educational lifecycle.

Job Description

Job Grade

Administrative Services Grade 5

Job Purpose

The new HEFCE funded National Collaborative Outreach Programme (NCOP) seeks to work with young people, via 29 geographically located consortia in disadvantaged areas, who are achieving the qualifications they need to put them on a trajectory for HE but subsequently take a different path.

The East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP), based at Loughborough University, have been approached by four local consortia (Pathways; LiNCHigher; DANCOP and Higher Horizons+) to lead on the monitoring, evaluation and tracking of their NCOP activity.

The EMWPREP NCOP Officer will therefore provide a full monitoring, evaluation and tracking service to partner NCOP consortia, thus supporting the wider EMWPREP team and colleagues working at partner institutions in the area of widening participation. This role will involve regular travel and scheduled meetings outside of the EMWPREP host institution.

Job Duties

- To extract data from the Monitoring and Evaluation Database to produce periodical monitoring reports on the progress, outcomes and impact of NCOP for local consortia and HEFCE using Microsoft Access, Excel and specialist statistical software packages (e.g. SPSS, STATA). These will contain analyses of activity and participant data. This will also involve data cleaning and accuracy checking.
- To respond to ad hoc data requests from partner consortia providing timely data to meet specific requirements and acting in an advisory capacity on general monitoring and evaluation queries.
- To plan and implement, with minimal supervision, individual consortia specific evaluations to help provide evidence in support of consortia aims and objectives using a range of quantitative and qualitative methods, involving direct engagement with young people, parents and practitioners.

- To disseminate findings of individual consortia evaluations (via statistics, analyses, presentations and reports) contributing to the 'What Works?' in widening participation evidence pool and to assist in explaining relevant trends.
- To work with the EMWPREP Coordinator to provide input on the enhancement of evaluation and monitoring methods.
- To support the EMWPREP coordinator in liaising with relevant organisations, such as DfE, UCAS and HESA, on the provision and sharing of data.
- To develop resources which support consortia with in-house evaluation and monitoring of NCOP activity, including providing advice and training to ensure consistency of evaluation methodology, implementation and reporting across the wider EMWPREP partnership.
- To support the provision of training to NCOP partners using the Monitoring and Evaluation Database in conjunction with the EMWPREP Data Officer.
- Plan and organise own workload to ensure that all project requirements are met to strict deadlines.
- To use initiative, problem solving skills, as well as tact and discretion when undertaking tasks, and be able to demonstrate flexibility by responding promptly and positively to regular interruptions to work flow.
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.
- Any other duties commensurate with the level of the post, as directed by the EMWPREP Coordinator.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the EMWPREP Coordinator.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Highly numerate and demonstrable experience of quantitative and qualitative research techniques	1,3
	Experience of working within an educational environment	1,3
	Experience of working with large data sets and databases	1,3
	Experience of undertaking research interviews and focus groups	1,3
Skills and abilities	Excellent communication and inter-personal skills, including the ability to write appropriately detailed reports and clearly present data findings to a variety of audiences	1,2,3
	Excellent level of general ICT skills. Proven ability to use SPSS, MS Excel and MS Access	1,2,3
	Initiative, flexibility and the ability to adapt to a rapidly changing working environment and the needs of colleagues	1,3
	Proven ability to be proactive, prioritise tasks, learn independently, and solve problems	1,3
	Excellent time management skills including a proven ability to plan and organise own workload and work on a range of projects to meet tight deadlines	1,3
	Proven ability to work independently and within a team setting	1,3
Training	A willingness to undertake further training as necessary	1,3
Qualifications	Educated to degree level (or equivalent) or equivalent relevant experience	1,3
Other	A willingness to work flexibly according to the demands of the post	1,3
	Valid licence for driving in the UK and willingness to travel as required.	1,3
	Commitment to working within the bounds of the Data Protection Act at all times	1,3
	Commitment to the University's Equal Opportunities policy at all times.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in the higher education sector	1,3
	Experience of partnership working in a cross-sector context	1,3
	Experience of delivering presentations	1,3
Skills and abilities	Ability to interrogate database systems	1,2,3
	Experience of using qualitative data analysis software	1,3
Other	Awareness of and interest in issues relating to widening participation	1,3

Conditions of Service

The position is full time and fixed term until 31 December 2018. Salary will be on Administrative Services Grade 5 £23,879 to £28,452 per annum, starting salary to be confirmed on offer of appointment.

As the post-holder will be required to work with and handle personal data of young people, a satisfactory Disclosure and Barring Service (DBS) check (previously CRB checks) is required. For more information, please see <https://www.gov.uk/disclosure-barring-service-check/overview>

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Emma Church, EMWPREP Coordinator by email at E.Church@lboro.ac.uk or by telephone on 01509 223462.

Applications

The closing date for receipt of applications is **7 May 2017**. Interviews will be held on 16 May 2017.