

Impact and Evaluation Officer

Job Ref: REQ220868

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: MA6 ?

Job Purpose

The post-holder will manage and support the evaluation of initiatives across the whole student lifecycle which feed into the achievement of the University's Access and Participation Plan targets. While based within Marketing & Advancement, the role will involve interaction with a wide range of colleagues across the University, and the development of a particular close relationship with those working in outreach, student support, planning and careers teams.

Central to this post is designing and delivering high quality evaluations, as well as embedding the use of best practice more widely. The postholder will be expected to make a proactive contribution to identifying what works in student access and participation both internally and externally through engagement with the sector as a whole.

Job Duties

- Lead on the development of an over-arching evaluation action plan for access and participation funded initiatives across the University, and maintain this over time, ensuring timely communication of evaluation progress to university committees and senior colleagues.
- Responsibility for designing and leading on evaluation projects linked to high profile access and participation initiatives across the whole student lifecycle. This will require identifying the most appropriate and robust research methods and using qualitative and quantitative research techniques, including statistical analysis and survey design.
- To ensure the University's evaluation research is undertaken in an ethical and GDPR compliant manner, with all personal/confidential information handled securely and with sensitivity.
- To contribute to research and evaluation discussions regarding partnership initiatives with which the University is involved.
- To champion the use of evaluation across the University, as well as the sharing of best practice. This will include developing and maintaining a suite of evaluation best practice tools and templates and embedding their usage across the institution. It will also involve providing expert advice and guidance on evaluation approaches and building staff capacity for effective evaluation via a variety of support (e.g. training, guidance materials, presentations, data analyses) to practitioners and other stakeholders.
- To present research findings in a clear and accessible manner and use them to make recommendations on improvements to specific initiatives and to the University's access and participation strategies more broadly.

- To contribute to the production of high quality reports and data returns, for internal and external audiences.
- To remain up to date with sector policy and best practice in evaluation and the access and participation area more widely. This will involve proactive engagement with the activities of organisations such as the Office for Students and TASO, and the identification of appropriate sector research opportunities with which the University should engage.
- To share sector wide evaluation research findings of 'what works' and to make recommendations on how the University's Access and Participation strategy could be enhanced in response.
- To develop an understanding of research and evaluation capacity across the institution and identify mutually beneficial opportunities for the sharing of skills and knowledge.
- To work with database and systems owners on enhancements to systems and tools to meet impact evaluation requirements.
- As part of Marketing and Advancement, the post may be required to work on wider projects at University level.

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 Access and Participation Manager

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	Experience of managing, implementing and developing impact evaluation processes and frameworks.	1,3
	Knowledge of the relevant key datasets relating to higher education activities e.g. Graduate Outcomes Survey data, HESA data.	1,3
	Experience of using research findings to make strategic recommendations / drive improvements	1,2,3
	Highly numerate and substantial experience of using quantitative and qualitative research techniques, and producing statistical data to a high standard.	1,2,3
	Experience of designing and running research interviews, focus groups and surveys.	1,3
	Awareness of and interest in issues relating to widening participation in higher education	1
Skills and abilities	A strong team player, able to work collaboratively across teams and with staff of all levels.	1,3
	A clear and confident communicator with strong presentation skills.	1,2,3
	Excellent level of general IT skills and MS Office, including advanced Excel skills for data analysis purposes.	1,2,3
	Proven ability to be proactive, prioritise tasks, learn independently and solve problems with pragmatism.	1,3
	Strong analytical skills and an ability to critique different research methods in order to provide robust evidence and formulate recommendations.	1,3
	Excellent time management skills including a proven ability to plan and organise own workload and to work under pressure to meet tight deadlines.	1,3
	Ability to present information in a clear and visually appealing manner and to explain complex issues to a range of audiences with varying levels of understanding.	1,3
	Strong report writing skills and good attention to detail.	1,2,3
	Ability to handle and manage research data in an ethical, secure and GDPR compliant manner.	1,3
Training	A willingness to undertake any further training as necessary	1,3
Qualifications	A good first degree	1
Other	Commitment to the University's Equal Opportunities policy at all times.	1,3
	Commitment to working within the bounds of GDPR at all times	1,3
	A willingness to work flexibly according to the demands of the post	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Postgraduate qualification in social research methods or equivalent, relevant skills and experience.	1,3
	Experience of working in a higher education setting	1,3
	Experience of designing and delivering RCTs and quasi-experimental methods	1,3
Skills and abilities	Ability to use statistical software packages e.g. SPSS	1,3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management & Specialist Grade 6 (£31,406-£40,927) per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>

Applications

The closing date for receipt of applications is 31 August 2022. Interview date TBC.