

Access and Participation Policy and Impact Officer

Job Ref: REQ230308

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Management & Specialist Grade 6

Job Purpose

The Access and Participation Policy and Impact Officer will support the design, implementation, evaluation and measuring of impact of the University's Access and Participation Plan (APP). This role will be fundamental in enabling the University to deliver its Access and Participation Plan commitments to ensure all students, regardless of their characteristics or background, can access and succeed at Loughborough University. The role will involve interaction with a wide range of colleagues across the University and the development of relationships with those working in outreach, student support, planning and careers teams.

You will be responsible for the implementation of the University's Access and Participation Evaluation Strategy, including designing and delivering high quality evaluations, and projects linked to high profile access and participation initiatives. You will also make a proactive contribution to building the evidence base and engaging with sector policy and the latest research and evaluation, internally and externally, to understand the risks to equality of opportunity for the access, retention, success and progression of students from underrepresented groups.

Job Duties

- To work closely with the Access and Participation Manager and Access and Participation Sub-Committee (APSC) to support the design and implementation of our Access and Participation Plan, consistent with the University's overall mission and strategic plan, and other complementary strategies.
- To provide secretariat support to the Access and Participation Sub-Committee (APSC), organising meetings, preparing agendas and maintaining accurate records and ensuring the effective flow of business.
- To oversee the implementation of the Access and Participation Evaluation Strategy and development of evaluation action plans, ensuring timely communication of evaluation progress to university committees and senior colleagues.
- To design and lead on 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.
- To champion and support the use of frameworks and plans, e.g. theory of change, NERUPI, to capture the impact of access and participation activities across the whole student lifecycle.
- To champion the use qualitative and quantitative evaluation methods 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 capacity for effective evaluation via a variety of support (e.g. training, guidance materials, presentations, data analyses) to practitioners and other stakeholders.

- 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 present evaluation and 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 engage in a peer/external review of evaluation and research findings to enable the sharing of the University's evaluation and evidence through regional and national networks and conferences.
- 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 (OfS) and TASO, and the identification of appropriate sector research opportunities with which the University should engage.
- 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 the Access and Participation Manager

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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
Qualifications	A first degree	1
Experience	An understanding of issues and policies relating to equality of opportunity for underrepresented groups to access, succeed in and progress from higher education.	1, 3
	Experience of using research findings to make strategic recommendations / drive improvements	1, 3
	Experience of managing, implementing and developing impact evaluation processes and frameworks.	1, 3
	Experience of coordinating projects and/or knowledge of project management approaches.	1, 3
Skills and abilities	A strong team player, able to work collaboratively across teams and with staff of all levels.	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 level of general IT skills and MS Office, including advanced Excel skills for data analysis purposes.	1, 2, 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
	A clear and confident communicator with strong presentation skills.	1,2, 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
	Strong report writing skills and good attention to detail.	1, 2, 3
	Ability to effectively lead, manage and motivate staff.	1, 3
	Ability to handle and manage research data in an ethical, secure and GDPR compliant manner.	1, 3
Other	Commitment to observing the University's Equal Opportunities Policy at all times	1, 3
	A willingness to work flexibly according to the demands of the post	1, 3
Training	A willingness to undertake further training as and when required.	1, 3

Desirable Criteria

Area	Criteria	Stage
Qualification	Postgraduate qualification in social research methods or equivalent, relevant skills and experience.	1,3
Experience	Experience of working in a higher education setting	1, 3
	Experience of successfully managing and developing a team	1, 3

Conditions of Service

The position is full-time and open-ended. Salary will be on Management & Specialist Grade 6, £33,348 to £43,155 per annum, in accordance with previous experience and qualifications.

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 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: 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 www.lboro.ac.uk/services/hr/athena-swan/