

## East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP) - Partnership Manager

REQ240293

Full-time, fixed term until 30 June 2025 or the earlier return of the post holder

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 and Specialist Grade 6

#### Job Purpose

To manage the EMWPREP Partnership that provides a targeting, monitoring and evaluation service for the outreach initiatives delivered by each partner. To manage and develop a bespoke database used to monitor and evaluate widening participation interventions and a range of research projects to identify the success of the targeting and impact of activities. To lead the team of EMWPREP staff, manage the needs of partner institutions and help facilitate effective collaborative working.

#### Job Duties

1. To lead, manage and develop a team of staff to deliver evaluation and data analysis services to EMWPREP partners in line with the Partnership's strategic direction.
2. To make operational decisions about how services are delivered to partners, including how and when work is undertaken to fit partner deadlines/EMWPREP workload and ensuring work is delivered to a high standard.
3. To provide advice and assistance to the Partnership in relation to evaluation, monitoring and targeting disadvantaged learners, and to identify key priorities and sector trends to inform monitoring and evaluation within the Partnership. This includes negotiating access to local datasets, the interrogation of various databases and use of socio-demographic indices in order to produce school profiles and analysis of the characteristics of school cohorts.
4. Develop and implement new and innovative research methodologies and resources to evaluate the impact of university outreach programmes. This may include interviews and focus groups with teaching professionals, university students and school/college students, as well as using statistical techniques to quantify impact. Following analysis of the qualitative and quantitative data, produce research and evaluation reports.
5. Oversee delivery of interim and annual reports for partners related to outreach activities and participants recorded on the database.
6. Lead on maintaining and enhancing the Monitoring and Evaluation Database functionality through liaison with the external software supplier and responding to both Partnership needs and sector changes.

7. To report on partnership developments to the EMWPREP Steering Group.
8. To plan and manage financial expenditure for the Partnership Steering Group, monitor spend against the agreed budget and provide regular financial reporting to the Partnership Steering Group making recommendations in line with future requirements.
9. To represent/raise the profile of the Partnership externally and build positive relationships with others across the sector through involvement with relevant conferences/committees, sharing best practice and engaging with sector organisations/working groups on national projects of common interest.
10. To support partners in meeting their reporting requirements for institutional and collaborative widening access projects by understanding the regulatory requirements of HE as well as attendance at relevant fora and meetings with sector bodies such as The Office for Students (OfS).
11. To develop and oversee policies around the management of sensitive data to ensure it is processed and held securely in line with GDPR requirements, ensuring policies are amended in line with any relevant changes in legislation and regulations.
12. To manage the relationship with individual partners and set up the appropriate collaborative data sharing agreements with any new partners. Working with the Database Officer, manage the training requirements of partners using the EMWPREP database.
13. To liaise with relevant organisations, such as DfE, UCAS and HESA, on the provision and sharing of data. Negotiate the associated permissions and processes with these organisations. Be mindful of data protection and ethical practice in relation to data handling and develop data sharing agreements / statements in accordance with this.
14. To provide ad hoc information/advice to partners and undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

### **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 Market Research, Evaluation and Policy Manager.

Responsible for the Database Officer; Evaluation Officer and Data Analyst positions within the EMWPREP team including recruitment, induction and training.

## 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 substantial experience of quantitative and qualitative research techniques	1,3	
	Experience of working within an educational environment	1,3	
	Extensive experience of working with large data sets and databases	1,3	
	Experience of undertaking research interviews and focus groups	1,3	
	Experience of project and budget management	1,3	
	Experience of delivering presentations	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	1,3	
	Excellent level of general ICT skills. Proven ability to use SPSS, MS Excel, MS Access and qualitative analysis software	1,2,3	
	Excellent level of general ICT skills and MS Office, especially in Excel for manipulation and cleansing of large datasets	1,3	
	Excellent attention to detail	1,3	
	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, develop effective work procedures and solve problems without supervision	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	
	Proven ability to work independently and within a team setting	1,3	
	Training	A willingness to undertake further training as necessary	1,3
	Qualifications	A good first degree	1,3
Other	A willingness to work flexibly according to the demands of the post	1,3	
	Commitment to working within the bounds of GDPR at all times	1,3	
	Commitment to the University's Equal Opportunities policy at all times.	1,3	

## Desirable Criteria

Area	Criteria	Stage
Qualifications	Relevant postgraduate research degree (or equivalent professional qualification)	1,3
Experience	Experience of working in the higher education sector	1,3
	Experience of partnership working in a cross-sector context	1,3
	Ability to design and interrogate complex database systems	1,3
	Line management experience	1,3
Other	Membership of a relevant professional body e.g. HELOA, NEON	1
	Valid licence for driving in the UK	1
	Awareness of and interest in issues relating to widening participation	1,3

## Conditions of Service

The position is full-time, fixed term until 30 June 2025 or the earlier return of the postholder. Salary will be on Management and Specialist Grade 6 (from £33,966 to £44,263 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, 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/>