

Evaluation and Impact Officer

Job Ref: REQ260204

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

Marketing and Advancement is an award-winning team spanning marketing, communications, web and digital, student recruitment, outreach, market research, international recruitment, creative services and print, and philanthropy and alumni relations.

Job Description

Job Grade

Administrative Services Grade 5

Job Purpose

The post-holder will support high quality evaluation of initiatives across the whole student lifecycle which contribute to the achievement of the University's Access and Participation Plan targets on student access, success and progression. While based within Marketing & Advancement, the role will involve supporting a wide range of colleagues across the University to generate insights and undertake evaluation to assess the effectiveness of different interventions. This will involve collating and analysing qualitative and quantitative data; identifying, summarising and presenting insights to help understand the impact of our work; championing monitoring and evaluation across the University; and sharing sector wide evaluation research findings and best practice.

Job Duties

1. To support the Access and Participation Manager with design, implementation and analysis of monitoring and evaluation activities in pursuit of the University's access and participation strategic objectives. This will require identifying appropriate and robust evaluation methods and using qualitative and quantitative research techniques, including statistical analysis.
2. To support members of the University undertaking monitoring and evaluation activity, providing guidance on evaluation approaches and building staff capacity for effective evaluation. This might include training, guidance materials, presentations, or data analyses.
3. To ensure the evaluation of the University's access and participation work is undertaken in an ethical and GDPR compliant manner, with all personal/confidential information handled securely and with sensitivity.
4. To contribute to internal meetings and briefings by presenting monitoring, evaluation and research data and findings, in a clear and accessible manner.
5. To contribute to the production of high-quality reports and data returns, for internal and external audiences.
6. To work with database and systems owners on enhancements to systems and tools to meet impact evaluation requirements.
7. 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.

8. To undertake any training and development deemed appropriate for the position by the Access and Participation Manager.
9. To ensure the delivery of excellent customer service.

As part of the Marketing and Advancement Team, the post-holder may be required to work on wider projects at University level.

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 Policy and Impact 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 undertaking qualitative and quantitative research and reporting on findings in a variety of formats as appropriate to the audience	1,3	
	Experience of dealing with a range of different colleagues at all levels	1,3	
	Experience of working individually and as part of a team	1,3	
	Experience of writing reports and formulating recommendations on the basis of analysis	1,2,3	
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3	
	Well-developed problem-solving skills, using initiative and judgement in more complex situation	1,3	
	Proven ability to be proactive and to plan and prioritise own workload independently	1,3	
	Well developed understanding of monitoring and evaluation techniques or social research methods	1,3	
	Good mathematical skills and competence in data analysis	1,3	
	Able to work under pressure and meet competing deadlines.	1,3	
	Excellent interpersonal, organisational, oral and written communication skills.	1,3	
	Able to work with accuracy and attention to detail.	1,2,3	
	Experience of delivering presentations to large groups with confidence	1,3	
	Excellent practical IT skills including Microsoft Office and particularly Excel, PowerPoint and Teams	1,2,3	
	Training	Demonstrate evidence of having undertaken further training.	1,3
		Adopt new procedures as and when required.	1,3
	Qualifications	A level education or equivalent.	1
GCSE Grade C or equivalent in English and Mathematics.		1	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of facilitating focus groups and/or research interviews.	1,3
	Experience of using data analysis software e.g. advanced Excel skills, SPSS, Nvivo.	1,3

Skills and abilities	Understanding and knowledge of relevant legislation eg GDPR, Data Protection Act	1,3
Qualifications	Qualification in social research methods or equivalent relevant skills and experience.	1
Other		

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on ADMINISTRATIVE SERVICES GRADE 5, £29,588-£34,610 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 1-5, 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: <https://www.lboro.ac.uk/services/hr/rewards-and-benefits/your-work-life-balance-and-supporting-your-family/>)

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/>