



**University of Brighton**

## **JOB DESCRIPTION**

**Job title:** Senior Evaluation Officer

**Reports to:** Head of Evaluation and Policy Department

**Department:** Evaluation and Policy Department

**Location:** Brighton, Moulsecoomb

**Grade:** 7

### **Purpose of the role**

This role will strengthen and enhance our institutional capacity to ensure evidence-based approaches and robust evaluation of impact in relation to Education and the Student Experience, Teaching Excellence and Student Outcomes, and Access and Participation activities. The role will work with the Head of the Evaluation and Policy Department (EPD) to develop and implement the University's Evaluation Strategy and associated Evaluation Framework for a range of activities and initiatives designed to improve education and the student experience across all areas of the student lifecycle, and will deliver an agreed range of qualitative/evaluative institutional research and evaluation projects.

This new role will be critical in providing the information and evidence to support the increasing requirements of the Office for Students (OfS) for institutions to provide greater research, evaluation and impact analysis in relation to Access and Participation Plans (APPs), as well as evidence of 'what works' for enhancement and improving the student experience, and for associated required statutory activities such as the Teaching Excellence Frameworks (TEF). Working to ensure the University meets its requirements under these regulatory conditions will be a key priority, as well as providing the institution with a robust evidence base to ensuring its own decision-making and policy developments are fully and appropriately informed.

The role will work closely with other members of the Evaluation and Policy Department to complement the existing expertise in quantitative data analysis. The role will work closely with the new central infrastructure for education and the student experience, ensuring joined up approaches to institutional research and impact evaluation, as well as with Schools and other relevant Professional Services.

**Line management responsibility for:** N/A

### **Main areas of responsibility:**

- Working closely with the Head of the Evaluation and Policy Department, and other senior colleagues across the institution, to develop and design, a University-wide Evaluation Strategy and associated Evaluation Framework, for a range of activities

and initiatives designed to improve education and the student experience, across all areas of the student lifecycle, from access to success.

- Overseeing the implementation and maintenance of the Evaluation Framework, monitoring its effectiveness, and revising it accordingly.
- Develop, design and deliver an agreed annual programme of institutional research and evaluation projects to support the University's development of its Education and Student Experience Strategy, by delivering evidence and analysis of initiatives and their impact on student experience and outcomes. Project managing institutional research projects, as well as advising and supporting other stakeholders and project leads across the University, in the design and delivery of projects to enable the collection of qualitative research and evaluation data, including conducting focus groups and interviews with both staff and students.
- Producing high quality written outputs of the institutional research projects, evaluations and analysis for both internal and external reporting purposes. Within the University, communicating the evidence and outcomes to inform strategy development and policy decisions and support the sharing of good practice to ensure future developments are based on evidence of what works.
- Co-ordinating and contributing to the external statutory reporting requirements for evaluation and impact analysis, including for the Office for Students Access and Participation Plan annual returns.
- Working with project leads across the University (course leaders, Deputy Heads of School, Heads of Services, etc) to support their evaluations of activities/initiatives, including for example, offering expert advice on appropriate evaluation strategies and methodologies for specific interventions. To work with the Head of the Evaluation and Policy Department to ensure evaluation is embedded in all education and student experience activities.
- Ensuring appropriate ethical and data protection considerations in planning and conducting institutional research projects, evaluations and associated analysis are adhered to across all stages of the projects.
- Working closely with other colleagues in the Department and wider Education and Student Experience teams (including for example, the Vice-Chancellor's Office; the Centre for Learning and Teaching, Academic Services) to support and advise on evaluation and impact analysis capacity building across the University.
- To actively engage in sector networks with a focus on evaluation and access and participation including for example, TASO (Transforming Access and Student Outcomes in Higher Education).

### **General responsibilities**

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality, Diversity and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the General Data Protection Regulations

## PERSON SPECIFICATION

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

Essential criteria		A, I, E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Expert knowledge and understanding of research and evaluation methodologies, particularly in the context of access and participation and initiatives to enhance the student experience and student success</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Strong knowledge and understanding of the ethical considerations of research and evaluation and associated data protection matters</li> </ul>	A, I
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A Postgraduate qualification, with a significant element of research/evaluation methodologies, or relevant equivalent experience</li> </ul>	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of developing strategies for evaluation</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Experience of developing, leading and conducting education research and evaluation projects across a team, as well as the ability to work independently</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Experience of collecting, analysing, and interpreting qualitative datasets</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Experience of conducting focus groups and interviews</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Proven experience of presenting results, drawing conclusions and making recommendations; strong written and oral communication and presentation skills; and the ability to convey complex information to non-experts</li> </ul>	A, I, E
	<ul style="list-style-type: none"> <li>Experience of working with and influencing colleagues at all levels including senior managers</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Experience of developing strategies and frameworks for monitoring and evaluation of initiatives</li> </ul>	A, I
<b>Technical/work-based skills</b>	<ul style="list-style-type: none"> <li>Strong IT skills with experience of using the full MS Office applications;</li> </ul>	A, I, E
	<ul style="list-style-type: none"> <li>Ability to analyse data using computer-based packages, including specialist qualitative data software (e.g. NVivo)</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>High degree of accuracy and attention to detail in both written and analytical work</li> </ul>	A, I, E

<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Able to use display screen equipment extensively, according to health and safety guidelines</li> </ul>	<b>A, I</b>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the UK higher education context; including the Office for Students, the Teaching Excellence and Student Outcomes Framework (TEF) and Access and Participation Plans (APP)</li> </ul>	<b>A, I</b>

## ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- This part-time (22.5 hours per week), and is permanent
- The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the 'Balancing Working Life' section here [Benefits and facilities](#).
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

<b>Grades</b>	<b>Basic entitlement per year</b>	<b>Grades</b>	<b>After 5 years' service</b>
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days
Band 10 and above	30 days	Band 10 and above	30 days

- More information about the department/school can be found here [Professional Services Departments](#) or here [Academic departments](#).
- Read the University's [2016 - 2021 Strategy](#)
- The University has an attractive range of benefits and you can find more information about them on our [website](#).

Date: Jan 2021