



Edge Hill University

Evaluation Manager

Reference: EHA2044-0722

Salary: £32,348 - £35,333 per annum
Grade 7, Points 27-30

Contract Type: Permanent

Hours: Full Time (36.25 hours per week)

Location: Ormskirk



It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Evaluation Manager
Full Time
Permanent
EHA2044-0722



Edge Hill
University

Accountable to: Director of Student Recruitment and Administration

Reporting to: Head of Access and Participation

About the Role

The Evaluation Manager is a key post within the Widening Access and Participation Team. This team lead on the development and implementation of the university's Access and Participation Plan (APP) to support students from underrepresented groups into and through their higher education journey.

The Evaluation Manager will lead the Widening Access and Participation Team and the wider university to design and deliver effective mixed method evaluations of their APP interventions, so we can demonstrate the impact of our work. They will work across the student lifecycle of:

- 1) **Access** to Higher Education (widening the participation of students from underrepresented student groups)
- 2) **Success** within Higher Education (improving the continuation and attainment of underrepresented student groups)
- 3) **Progression** from Higher Education (improving the graduate outcomes of underrepresented student groups)

The postholder will be a confident evaluator with skills and experience in both qualitative (focus groups, interviews and other creative methods) and quantitative (designing surveys and conducting data analysis) approaches to evidence impact. The postholder will be highly collaborative, and able to work professionally within a large organisation with minimal supervision. They will effectively influence colleagues to help in the fulfilment of our APP by confidently leading others to follow the evaluation approaches required by the regulator, the Office for Students.

This is an exciting opportunity to have a real impact using your mixed method evaluation skills to support the delivery of our Access and Participation Plan.

Duties and Responsibilities

1. Provide advice and guidance to colleagues regarding both qualitative and quantitative evaluation methodologies to enable appropriate and robust evaluation of our APP interventions, so that we're able to evidence our impact.
2. Develop resources which support in-house APP evaluation. To include developing evaluation frameworks and providing advice and training to colleagues to ensure consistency in APP evaluation across the University.
3. Independently designing and conducting qualitative and quantitative evaluation projects and interpreting the results. For example, leading on the annual evaluation of APP financial support to students, as required by the Office for Students, to inform senior decision makers.
4. Analysing both qualitative and quantitative data using socio-demographic and widening participation data (such as POLAR4, Indices of Multiple Deprivation, Highest Education Qualification, age and gender) to unpick trends in evaluation findings.
5. To understand data protection and research ethics regarding evaluation and to be able to advise colleagues accordingly.
6. To be the institutional lead on the use of HEAT (Higher Education Access Tracker).
7. Taking a 'Theory of Change' approach, being responsible for leading the co-ordination of effective planning for our APP initiatives and their subsequent evaluations within the Widening Access and Participation Team, and other teams across the university- ensuring that records of university wide APP initiatives, their planning documentation and evaluation reports are centrally collated.
8. Building effective working relationships by utilising your excellent communication, influencing and interpersonal skills, to ensure a supportive and collaborative approach to APP planning and evaluation across the university.
9. Attend internal committees and networks as necessary, producing high quality reports and delivering presentations as required.
10. Represent the University and actively engage with and contribute to external sector networks relevant to evaluation in Widening Access and Participation.
11. To lead on reporting internally, and to external organisations such as the Office for Students and TASO (Transforming Access and Student Outcomes) on our evaluation findings.
12. Promote and encourage equality, diversity, and inclusion principles.
13. To provide support at key Student Recruitment and Marketing Department events such as Open Days.
14. To undertake any other duties as required by the University.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: £32,348 - £35,333 per annum

Grade 7, Points 27-30

Contract Type: Permanent

Hours: Full Time (36.25 hours per week)

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification for the post of:

Evaluation Manager

Full Time

Permanent

EHA2044-0722



**Edge Hill
University**

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (I/A/S/T/P)
Qualifications				
1	A degree or equivalent professional experience	*		A
2	Postgraduate qualification, ideally with an evaluation or mixed methods research focus		*	A
Experience and Knowledge				
3	Experience of working within a Widening Access and Participation focused role, with knowledge of the Office for Students evaluation requirements, and the Higher Education Access Tracker (HEAT)		*	S/I/P
4	Knowledge and experience of using socio-demographic data to interpret evaluation findings		*	SI/P
5	A confident evaluator, with knowledge of effective practices and methods relating to qualitative and quantitative evaluation, and a proven ability to evaluate interventions/programmes	*		S/I/P
6	Experience of adopting Theory of Change approaches to intervention design and evaluation		*	S/I/P
7	Knowledge of data protection and research ethics regarding evaluation and to be able to advise colleagues accordingly	*		S/I
Abilities and Skills				
8	Excellent ICT skills, and an ability use qualitative and quantitative data analysis software (for example; Excel, SPSS, Tableau, NVIVO and Qualtrics)	*		S/P
9	Excellent communication, influencing and interpersonal skills with an ability to engage effectively and positively	*		I/P

	across a range of teams and departments, and with external stakeholders			
10	Experience of advising others (with varying levels of experience) on the design, implementation, and analysis of various qualitative and quantitative data collection and analysis methods for evaluation and monitoring	*		S/I
11	Experience of interpreting evaluative findings from multiple sources to demonstrate impact and recommend next steps to inform practice in the form of high-quality written reports and verbal presentations.	*		S/I
12	A natural collaborator who is able to plan and organise own workload, manage competing or evolving priorities to meet deadlines, and to work professionally within a large complex organisation with minimal supervision.	*		S/I

How to Apply

When you are ready to start the formal application process, please visit www.edgehill.ac.uk/jobs and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy you may wish to contact: Emma Hall, Interim Head of Access and Participation, emma.hall@edgehill.ac.uk.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.