



Evaluation and Insight Officer

Reference: EHA2397-1222
Salary: £25,642 - £27,929 per annum
Grade 5, Points 19–22
Contract Type: Permanent
Hours: Full Time (36.25 hours per week)
Location: Ormskirk

Accountable to: Head of Student Recruitment
Reporting to: Senior Market Insight Manager



About the Role

The purpose of this role is to lead the evaluation of our widening participation and student recruitment activities. This will include evaluating the success of various projects aimed at supporting students from underrepresented backgrounds to access university and succeed on their courses. The post holder will also work with our Events team to design and analyse evaluation surveys for events such as open days, offer holder days and subject talks.

Embedded within the Student Recruitment team, the insight function collaborate with colleagues across Marketing, Widening Participation and Admissions in addition to Academic Departments. You will contribute to the planning, design, management and implementation of analysis projects which will involve both qualitative and quantitative methods of evaluation.

This is an exciting opportunity to join a growing Insight team which works closely with senior stakeholders across the university. This role will also benefit from working alongside our Widening Participation and Access team and developing expertise in this area.

This is a varied and interesting role, which requires excellent organisational skills, attention to detail, and the ability to prioritise in order to meet deadlines to the required quality standards. You will design surveys, lead on research projects and respond to the ever-changing Higher Education landscape.

Relevant experience in widening participation, higher education outreach or market research would all be beneficial for this role. This role would also be suitable for a recent graduate or career changer that have experience in research methods or data analysis.



Duties and Responsibilities

1. Design and utilise suitable qualitative and quantitative methods to evaluate projects and events within the department
2. Lead the analysis and interpretation of data and produce reports to summarise the key findings
3. Support the design, implementation and management of an evaluation framework
4. Understand and apply data protection and research ethics and be able to advise colleagues accordingly
5. Develop informal networks and relations with a wide range of peers, colleagues and stakeholders, both within the university and across the sector.
6. To contribute to reporting evaluation findings internally and externally to organisations such as the Office for Students (OfS) and Transforming Access and Student Outcomes (TASO)
7. Promote and encourage equality, diversity and inclusion principles across the university
8. To provide support at key Student Recruitment events such as Open Days
9. Proactively stay up to date with developments in the Higher Education sector, as well as current trends within the area of Widening Access and Participation
10. 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

Eligibility

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.

It is expected that the post-holder will work flexibly according to the on-going demands of the job. As part of the Student Recruitment Team, the post-holder will also be required to work occasional weekends to support Open Days/Offer Holder Days.



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 (A/S/I/T/P)
Qualifications				
1.	A degree or equivalent professional experience	*		A
Experience and Knowledge				
2.	Experience of qualitative evaluation techniques, including questionnaire design and moderation/analysis of focus groups and interviews	*		S/I
3.	Experience of quantitative evaluation techniques and identifying, analysing and interpreting a wide range of data	*		S/I
4.	Knowledge of data protection and research ethics regarding evaluation	*		S/I
5.	Knowledge of the Higher Education Sector		*	A/I/P
Abilities and Skills				
6.	Demonstratable high level skills in the use of Microsoft Office including Excel, Word and Powerpoint	*		S/P
7.	Strong project management skills and an ability to work on a wide range of projects simultaneously to meet tight deadlines	*		I
8.	Strong team working skills and adaptability	*		S/I
9.	Experience of advising others (with varying levels of experience) on the design, implementation, and analysis of data collection and analysis methods	*		I
10.	Experience of interpreting data from multiple sources to demonstrate impact	*		S/I

How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) 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.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm 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.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy you may wish to contact: Jamie Roberts at robertja@edgehill.ac.uk

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.