



# Job Description and Person Specification

## Summary

<b>Job title:</b>	Postdoctoral Research Fellow in Evaluation and Policy Analysis
<b>Faculty:</b>	Faculty of Arts & Sciences
<b>Reference:</b>	EHR0106-0724
<b>Grade and Salary:</b>	Grade 9, Points for grade: 36-40. £44,263 - £49,794 per annum.
<b>Contract Type:</b>	Fixed Term for 9 Months (Maternity Cover).
<b>Hours:</b>	Full Time (37 hours per week)
<b>Location:</b>	Ormskirk, Lancashire, L39 4QP. Campus based role.

## **About the EPA**

The Evaluation and Policy Analysis Unit at Edge Hill University (EPA) is an interdisciplinary team of specialists from across the University undertaking programme evaluations as well as policy-focussed analysis and research.

We design and conduct evaluations of services and interventions in the public and commercial sector using theory led evaluation approaches. We specialise in theory of change and logic model development as well as evaluations of complex interventions in the health, educational or public service sector.

Our core services include:

- Programme evaluations
- Policy analysis and guidance
- Systematic review, literature review and rapid evidence assessments
- Quantitative and qualitative expertise
- Survey design and analysis

## **About the Role**

As Senior Research and Evaluation Fellow you will be required to make a significant contribution to the delivery of our EPA, contributing to the delivery of our project and contract research programmes depending on your areas of expertise and experience.

You will be expected to contribute to the research activities of the EPA and meet the qualitative requirements for submission to the next Research Excellence exercise.

## **About You**

You will be an enthusiastic and friendly professional with excellent communication and interpersonal skills coupled with a commitment to providing an excellent student experience. An established or promising research profile in Evaluation and Policy Analysis and very good project management experience for externally funded contract research and evaluation programmes is essential. A background in qualitative analysis and project management with supporting qualifications and experience would be an advantage.

To be successful you will further enrich our unit's work through your expertise and subject knowledge as evidenced through your qualifications and extensive experience of evaluation practice. In return, you will join a forward thinking and dynamic team that pushes the boundaries of evaluation and implementation support and delivery for public sector organisations in England.

## **Reward & Benefits**

We want you to feel happy when you come to work and proud when you go home.

From the moment you join us you have the opportunity to enhance your skills. We offer various routes for progression, a range of specialist development sessions and academic development opportunities along with an award winning and comprehensive staff health & wellbeing programme (HR Excellence Awards 2017). This means you will receive a full academic induction, be enrolled if appropriate on our PGCTHE, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching Day all to support your professional development. You may also benefit from joining one of our free evening foreign language classes.

This is just a taste of what we are able to offer you at Edge Hill University.

## About Us

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University was named Modern University of the Year in the Times and Sunday Times Good University Guide 2022 and shortlisted for the overall UK University of the Year award. With this award the University was called 'one of the shining stars of the modern university sector.' The award has come closely after Edge Hill was awarded University of the Year in the Educate North Awards 2020/21.

Edge Hill University appears in the Times Higher Global Rankings (801-1000) and has previously held the coveted UK University of the Year title, awarded by Times Higher Education in 2014/2015.

Other recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University Guide 2017, top in the North West for student experience (Time Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

Edge Hill University has achieved both Athena Swan Bronze and the European Commission's 'HR Excellence in Research Award' (first awarded 2018 and reawarded 2021), which acknowledges alignment with the principles of the European Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

## **Job Description for Senior Lecturer (Grade 9)**

### **Duties and Responsibilities**

The responsibilities of a Senior Research and Evaluation Fellow are wide ranging and may change over time according to the development needs of the EPA and the individual. As a Senior Research and Evaluation Fellow you will be expected to carry out the following as and when required:

#### **Project Management and Project Leadership**

1. Contribute effectively towards the development of the EPA within an established programme of contract research.
2. Effectively oversee the progress, assessment and delivery of projects agreed with clients and funders
3. Take responsibility for the project management of projects
4. Act, as and when required, and in accordance with Edge Hill procedures, for quality assurance, project delivery and all data compliance regulations

#### **Research and Evaluation**

1. Engage positively in research activity in the broad area of Evaluation and Policy Analysis field under the direction of the Director of EPA.
2. Complete high quality research in the area of Evaluation and Policy Analysis field and associated subject areas, leading on data collection, data analysis and report writing elements of the project and managing the work of others as required.
3. Effectively disseminate research findings at internal and external scientific meetings and conferences, making research accessible to lay and expert audiences.
4. Engage with relevant academic and professional networks through active membership of societies, associations to enhance the reputation of the project and the University.
5. Take an active role in the development of effective applications for research funding from both research councils and other external sources in collaboration with the project lead/principal investigator and others, taking a lead role in elements as appropriate.

Publish and disseminate the results of evaluations and research in peer-reviewed journals or other appropriate outlets of recognised academic quality in line with area of expertise;

6. Contribute effectively to, and lead as appropriate, research and/or enterprise projects

including identifying and making credible bids for funding to support the projects;

7. Enhance and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community;
8. Apply for contract research and grant funding and manage, as appropriate, any projects and grants which are secured;
9. Supervise and manage evaluation and research projects

### **Leadership, service & Externality**

1. Seek to enhance the quality of EPA contract research delivery by ensuring that high standards of project management and project leadership are maintained on the relevant projects to which they contribute;
2. Co-ordinate others to ensure projects are delivered to the standards required and to identify & respond to client's needs;
3. Lead on quality assurance and project evaluation, including facilitating client feedback;
4. Contribute effectively towards the development of the EPA including taking lead responsibility for nominated projects and participating in university and steering committees;
5. Responsible for the overall quality auditing of projects funded by clients to identify areas where current EPA delivery is in need of revision or improvement;
6. Develop others with ability to mentor colleagues in developing both their research agendas as well as contract research portfolios.
7. Be a fully active member of EPA and Faculty/Institutional business/committees and contribute to partnership working, projects and enterprise activity with external colleagues and service users (where appropriate);
8. Promote the work of the Institution and participate in the recruitment, selection and induction of new staff at the EPA
9. Participate in and develop additional external networks/operational links to further the development and reputation of the EPA and of the University;
10. Effectively manage relationships with key stakeholders;
11. Take part in relevant internal boards, committees and working groups as required;
12. Organise and administer tasks in an efficient and effective manner;
13. Carry out any other duties as requested by Head of Department/Line Manager, commensurate with the grade of the post.

## **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.

Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.

## Person Specification for Senior Lecturer (Grade 9)

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. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

### Qualifications

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
A good relevant honours degree or equivalent qualification and experience of Higher Education learning.	Essential	Application
PhD or equivalent (normally by publication but where appropriate through professional achievement of a comparable nature).	Essential	Application
Higher Education (HE) teaching qualification, or commitment to achieve one within two years of appointment.	Essential	Application and Interview
Advance HE Fellowship, or commitment towards.	Essential	Application and Interview

### Knowledge and Skills

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
A well-developed breadth of subject knowledge and a record of successful engagement with professional development opportunities.	Essential	Supporting Statement and Interview
Successful record of having developed and used to good effect, flexible and innovative approaches to the design and execution of teaching, learning and assessment.	Essential	Supporting Statement and Interview



## Experience

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Significant experience of innovative undergraduate and postgraduate teaching in higher education.	Essential	Supporting Statement and Interview
Experience of securing and undertaking externally funded research and/or enterprise activity, where appropriate.	Desirable	Supporting Statement and Interview
Proven ability to support the diverse academic and personal needs of individual students.	Essential	Supporting Statement and Interview
Evidence of research publication activity in peer reviewed research journals for those with significant responsibility for research.	Essential	Supporting Statement and Interview
Evidence of having developed successfully networks with colleagues, students and external stakeholders.	Essential	Supporting Statement, Interview and Presentation
A record of having developed the student employability agenda in the department/institution through networking, employer engagement and student learning.	Desirable	Supporting Statement and Interview

## Competencies and Personal Attributes

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Enthusiasm	Essential	Interview
Commitment	Essential	Interview
Team working	Essential	Interview
Good interpersonal skills	Essential	Interview
Flexibility and adaptability	Essential	Interview

## Candidate Guidance and How to Apply

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.

For informal enquiries about this vacancy, you may wish to contact: Axel Kaehne, Senior Research Fellow/Reader in Children, Young People & Families at [Kaehnea@edgehill.ac.uk](mailto:Kaehnea@edgehill.ac.uk).

When you are ready to start the formal application process, please [visit our Current Vacancies website](#), search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. 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 you can move backwards and forwards between individual form sections at any time prior to application 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.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

You are able to upload a CV to the application form to supplement your application and supporting statements.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

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.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced Disclosure and Barring Service check, as relevant, please see job advert) a start date will then be arranged with you.