

## 1 Advertisement

**Post Title: Research & Evaluation Manager (Widening Participation)**

**School/department:** University Operations and Strategic Planning

**Hours:** Full time or part time considered up to a maximum of 1 FTE / 37.5 hours.

Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 10038

**Salary:** starting at £35,333 to £42,155 per annum, pro rata if part time

**Placed on:** 28 October 2022

**Closing date:** 28 November 2022. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed.

**Expected start date:** As soon as possible.

We are proudly committed to ensuring fair access and widening participation in higher education. We recognise that not everyone has the same start in life or the same opportunities to succeed, and we aim to address this to ensure equality of opportunity for under-represented groups at all stages of the student lifecycle. Our [Access and Participation Plan](#) outlines our current strategy and we are excited to start writing the new phase of our approach to this vital area of work.

You will work in a small central team to support the Senior Research & Evaluation Manager to provide evaluation capacity for the Access and Participation Plan Programme. Your role will include conducting literature reviews, designing and conducting research and evaluation activities, data analysis, and reporting.

You will be an advocate and a champion for high quality, robust evaluation to help build evaluation capacity amongst Access and Participation teams. As we develop our capacity, you will ensure that all staff have the necessary skills and knowledge to plan evaluations and report on the effectiveness of interventions.

Along with capacity building, you will provide bespoke evaluation support for complex or intensive interventions, ensuring that we are able to understand the impact of our work and learn lessons as needed. You will lead on building a risk analysis framework for evaluations and contribute to our new Research & Evaluation Strategy.

Please contact Robyn Long [R.Long@sussex.ac.uk](mailto:R.Long@sussex.ac.uk) for informal enquiries.

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division

Please find further information regarding the Access and Participation Plan at <https://www.sussex.ac.uk/study/terms-and-conditions/access-agreements>

## 3. Job Description

Job Description for the post of: Research & Evaluation Manager (Widening Participation)

**Department:** University Operations and Strategic Planning

**Section:** Research & Evaluation

**Location:** Sussex House / Home Working

**Grade:** 7

**Responsible to:** Senior Research & Evaluation Manager

**Responsible for:** Research & Evaluation Officer

**Key contacts:** APP Managers and staff, Deputy Heads of Access, Access and Participation Manager, Employer Engagement Managers, Planning Officer (Widening Participation)

**Role description:** To provide high quality research and evaluation support for the University's Access and Participation Plan Programme

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### PRINCIPAL ACCOUNTABILITIES

1. Manage, promote, and maintain high quality Research & Evaluation services, engendering a culture of continuous improvement.
2. Manage the operational outputs of the team.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service
5. Support Access and Participation Plan teams in the planning and delivery of evaluations, including appropriate reporting and dissemination activities.

## KEY RESPONSIBILITIES

### 1. Team Management and Leadership

- 1.1 Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members
- 1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working
- 1.4 Support the development of others, providing training and coaching in area of expertise
- 1.5 Foster an ethos of continuous improvement
- 1.6 Provide coaching across a matrixed programme of work

### 2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day management of operational matters in the research and evaluation of the Access and Participation Plan Programme. Plan and implement activities across the team to ensure the achievement of departmental targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure, including GDPR, the Code of Practice for Research and ethical review requirements.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation, and presentation of research and evaluation data to inform decisions related to the Access and Participation Plan Programme.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

### 3. Policy and Procedure

- 3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 3.2 Contribute to policy decisions and improvement in area of research and evaluation.

### 4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.

### 5. Research and Evaluation

- 5.1 Design and conduct evaluation activities for a range of interventions using appropriate research and evaluation methodologies and methods. Oversee the conduct of process evaluations as required. Work closely with staff to establish evaluation schedules for all interventions, and provide bespoke evaluation support and guidance for priority interventions.
- 5.2 Design qualitative and mixed method data analysis plans for interventions and conduct the analysis as needed.
- 5.3 Design and deliver staff training and learning resources on a range of evaluation methods, approaches, and issues.
- 5.4 Establish robust data collection protocols for all evaluation activities. Oversee research

- data management plans for evaluation activities and ensure these are compliant with legislative, ethical, and policy requirements.
- 5.5 Design and develop internal evaluation monitoring database to collate evaluation plans and reports across the Programme. Design and develop an external publishing site for evaluation reports.
  - 5.6 Write and co-author impact evaluation reports and articles to a publishable standard. Represent the University at national conferences, national and regional working groups, and other fora as appropriate to the role.
  - 5.7 Conduct literature reviews and rapid evidence reviews to develop a robust evidence base for interventions

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **INDICATIVE PERFORMANCE CRITERIA**

- Leading a team of 1 to 2 staff
- Responsible for building an evaluation evidence base for Access and Participation Plan Programme interventions according to the expectations outlined by the Office for Students.
- Responsible for evaluation capacity building across Access and Participation Plan Programme teams
- The post holder reports to the Senior Research & Evaluation Manager, working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

#### **4. Person Specification**

##### **ESSENTIAL CRITERIA**

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the role.
2. A detailed practical knowledge and understanding of research and evaluation methodologies.
3. Effective management skills
4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.
5. Planning and organisational skills, including project management with the ability to delegate to team members where appropriate.
6. Well-developed interpersonal skills with the ability to effectively influence in area of expertise, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Commitment to customer service excellence
9. Effective IT Skills on MS platform. Experience using functional databases.

##### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. In-depth understanding of a wide range of social research methods for process and impact evaluation, including qualitative and quantitative methods, (quasi) experimental and/or theory-based approaches such as Theory of Change.
2. Strong numerical and analytical skills including knowledge of appropriate usage of different data types and analytical approaches.
3. Experience in designing and conducting research or evaluation projects using a range of qualitative and/or mixed methods to generate causal or empirical evidence of impact.
4. Experience using qualitative data analysis software, such as NVivo or MAXQDA.
5. Robust awareness of the ethical and compliance issues relating to educational research and evaluation.
6. Experience of writing reports and articles, and producing recommendations for stakeholders with varying levels of knowledge and understanding.

7. Intellectual curiosity and the ability to keep abreast of current and developing trends and policy in widening participation, higher education, and research and evaluation.
8. An empathy for the widening participation agenda, and an understanding of the issues current issues in this field.
9. Ability to pass a DBS check.

#### **DESIRABLE CRITERIA**

1. Knowledge of the Higher Education sector.
2. Postgraduate qualification in a relevant discipline (e.g., an MSc or MRes Social Research Methods or Education, or a doctorate in any social science subject).
3. Experience conducting research or evaluations with children or in educational settings.