



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Evaluation Manager (Education)

**Department/Division:** Eden Centre for Education Enhancement  
**Accountable to:** Senior Manager for Evaluation

### Job Summary

Based within the LSE Eden Centre, the Evaluation Manager is responsible for the evaluation, analysis and reporting on strategic education and student experience enhancement projects at LSE, in line with the School's strategic priorities, including LSE 2030, the Access and Participation Plan (APP), and the Teaching Excellence Framework (TEF).

The post-holder will ensure there is a coherent and robust evidence-based approach for education and student experience enhancement projects, through benchmarking, monitoring, evaluating and communicating outcomes, as well as making recommendations for improvements based on internal and sector evidence. Working closely with colleagues across the School, you will help to ensure evaluation commitments in the APP are delivered effectively, and increase the evidence base for the impact of our activities.

You will play a key role in establishing buy-in and embedding a culture of evaluation, providing advice, expertise and support to staff and designing and delivering training sessions, toolkits and guidance documents on the effective evaluation of impact. Working in conjunction with the Senior Analyst (Education and Student Experience) in the Planning Division, you will also ensure the appropriate analytical infrastructure and capability exists to deliver on evaluation priorities.

### Duties and Responsibilities

#### Communication

- Create effective outputs from evaluation projects which can be communicated to internal and external audiences (eg. reports, presentations, web pages, case studies, briefing notes etc)
- Work with colleagues across the School to raise awareness of good evaluation practice.
- Lead on identifying and mitigating risks in relation to evaluation of activities ie, data protection, safeguarding participants, ethical considerations
- Present results and outcomes and make recommendations to stakeholders via briefings, presentations and written reports to highlight progress and impact and support decision making
- Communicate in an inclusive and accessible way, in written, visual and verbal formats

#### Teamwork and motivation

- Work collaboratively across teams to ensure evaluation strategy and action plans are aligned with the LSE Education Evaluation Framework and effective data collection processes are implemented



- Help colleagues to collect and interpret data, and to use it to inform strategic planning, monitoring and activity delivery
- Participate in School-wide initiatives and projects where appropriate, including working with monitoring and evaluation staff across the School to share best practice
- Provide high-level administrative support to the Senior Manager for Evaluation in relation to the overall monitoring and evaluation strategy, strategic data needs and sharing outcomes and impact with a range of stakeholders
- Where relevant, manage the delivery of evaluation projects involving colleagues across LSE or work with student staff

#### **Liaison and networking**

- Develop and maintain expert contacts and networks internally and externally, including with the Inclusive Education Team, Student Wellbeing Services, Student Learning and Personal Development Division, and Planning Division
- Highlight and disseminate good practice on how to best meet the regulatory requirements set by the OfS in relation to monitoring and evaluation
- Participate in School and Divisional committees, working groups, and peer networks and forums related to monitoring and evaluation
- Act as a key interface for relevant evaluation work across academic departments, professional services divisions and key stakeholders, and manage relationships
- Keep up to date on internal and external developments around data protection, research and evaluation

#### **Service delivery**

- Support the delivery of evaluation projects in line with the School's strategic priorities (incl. LSE2030, APP and TEF).
- Coordinate with relevant colleagues across Eden, central LSE services, other LSE teams and external suppliers to specify and scope core datasets and analysis to support evaluation
- Support the design and deliver training sessions toolkits and guidance documents to improve data collection, analysis, evaluation and reporting for non-expert staff.
- Contribute to the further development of evaluative practice and cultures across LSE

#### **Planning and organising resources**

- Ensure that priority projects are underpinned by a robust and communicable logic and evidence base, and implement rigorous evaluation to assess the impact of these interventions
- Ensure that evaluation activity adheres to highest ethical standards (as defined by LSE's Research Ethics Committee)
- Plan, coordinate and deliver on the evaluation of specific programmes and activities aligned to the School's strategic priorities (incl. LSE2030, APP and TEF), using variety of evaluation methods including theories of change
- Develop processes to ensure evaluation outcomes and recommendations drive continuous improvements developments to interventions to optimise activities to meet their objectives
- Plan and maintain a calendar of monitoring, evaluation, analysis and reporting tasks for priority interventions, including reporting to internal and external bodies

#### **Initiative and problem solving**

- Proactively anticipate and manage complex issues that could impact on the delivery of strategic evaluation priorities, demonstrating excellent problem-solving skills and creative solutions
- Suggest and implement improvements to data collection, analysis, evaluation and reporting processes for relevant projects.
- Provide bespoke analysis and reporting as requested by senior stakeholders



### **Investigation, analysis and research**

- Work in collaboration with the Senior Analyst (Education and Student Experience) to plan and conduct primary research and evaluation, both qualitative and quantitative, and suggest improvements to interventions, activities and programmes of work
- Develop an evidence base that allows for the monitoring of impact and progress towards outcomes and ensures that agreed strategies and action plans are effectively implemented
- Expertise in a variety of evaluation methods, including theories of change
- Suggest, plan and implement enhanced evaluation methods to improve the standard of evidence generated on the effectiveness and impact of interventions
- Perform detailed analysis and manipulation of information and data, working with the Senior Analyst (Education and Student Experience) and other colleagues in the Planning Division

### **Knowledge and experience**

- Knowledge of the UK education system and current issues in widening access and participation in higher education and inclusive education
- Knowledge of how data and evidence can be used to measure the impact of interventions, and to inform decision-making
- Experience of working with, analysing and reporting on large datasets using appropriate software

### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.