



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

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

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

Competency	Criteria	E/D
<b>Knowledge and experience</b>	Educated to degree level or equivalent	E
	Knowledge of the UK education system and current issues in educational inequalities in higher education	E
	Experience of evaluating the impact of activities using a range of qualitative and quantitative research and evaluation methods	E
	Excellent understanding of impact evaluation types and the different types of evidence they generate; ability to design proportionate evaluation approaches and the ability to select appropriate indicators at different stages of evaluation activity	E
	Experience of providing high level analysis and insight from a range of data sources with the ability to digest into clear and concise summaries, presentations and actions	E
	Knowledge of data protection best practice and processes	E
	Experience of managing, manipulation and analysing large datasets using appropriate software	E
	Experience of working with data and reporting in a CRM or similar databases	D
<b>Communication</b>	Excellent written and oral communication skills, including the ability to communicate with a broad range of internal and external stakeholders including senior colleagues	E
	Confident in dealing diplomatically and assertively with colleagues, senior stakeholders and suppliers	E



	Examples of creating effective written communications for different audiences, including communicating evaluation outputs to non-specialist audiences	E
	Experience of drafting formal documents for external submission	D
<b>Teamwork and motivation</b>	Ability to work with colleagues across various teams to agree and negotiate responsibilities and deadlines for delivering work	E
	Ability to support colleagues across various teams to implement data collection and analysis processes, and support them to carry out evaluation tasks	E
<b>Liaison and networking</b>	Ability to develop effective working relationships with a large range of stakeholders across evaluation projects	E
	Ability to work effectively with colleagues across the student lifecycle on joint evaluation projects, ensuring strategic priorities are met	E
	Ability to develop and maintain networks within and outside the organisation to stay up to date on relevant subject areas	E
<b>Service delivery</b>	Experience of designing and implementing processes, systems and policies	E
	Experience of proactively using the views of users and stakeholders to develop services and/or processes to improve efficiency and/or effectiveness	D
<b>Planning and organising resources</b>	Excellent project management skills, with the ability to plan own workload and that of others, and to be agile when priorities change	E
	Ability to document and review processes to ensure accurate and timely reporting and regulatory compliance	E
	Ability to manage the collection, processing and safety of large quantities of data	E
<b>Initiative and problem solving</b>	Proven ability to use initiative and creativity when addressing difficult situations, or when an immediate solution is not apparent	E
	Ability to work on own initiative with demonstrate resilience to handle ambiguity and complexity	E
<b>Investigation, analysis and research</b>	Ability to collect, collate, quality assure and analyse qualitative and quantitative data	E
	Ability to plan and support the delivery of varied qualitative and quantitative research and evaluation methods across complex programmes	E
	Ability to present information in a range of appropriate formats to specification, for monitoring and reporting	E



	Ability and expertise to continuously develop and improve evaluation methods and standards of evidence across interventions	E
	Experience of conducting qualitative and quantitative research	E
<b>Other</b>	Flexibility to work outside regular working hours occasionally	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**