



Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be short-listed solely on the extent to which they meet these requirements.

Job Title: Evaluation Manager (Access)

Department/Division: Academic Registrar's Division – Widening Participation
Accountable to: Deputy Head of Widening Participation (Strategic Projects)

Competency	Evidence	E/D	A/I/S
Knowledge and Experience	1. Educated to degree level or equivalent, with English and Maths GCSE or equivalent	E	A
	2. Knowledge of the UK education system and current issues in access and participation in higher education	E	A/I/S
	3. Experience of evaluating the impact of outreach activities using a range of qualitative and quantitative research and evaluation methods	E	A/I
	4. Excellent understanding of impact evaluation types and the different types of evidence they generate; ability to design proportionate evaluation approaches and to select appropriate indicators at different stages of evaluation activity	E	A/I/S
	5. Experience of providing high level analysis and insight from a range of data sources with the ability to digest results into clear and concise summaries, presentations and actions	E	A/I
	6. Knowledge of data protection best practice and processes	E	A/I
	7. Experience of managing, manipulation and analysing large datasets using appropriate software	E	A/I/S
	8. Experience of working with data and reporting in a CRM or similar database	D	A/I
	9. Understanding of best practice in conducting research and evaluation of activities with young people	D	A/I
Capabilities and Skills	1. Excellent written and oral communication skills, with an ability to communicate complex information to non-specialist internal and external audiences, including senior stakeholders, regulators and funders	E	A/I/S
	2. Ability to present information in a range of appropriate formats to specification, for monitoring, reporting and sharing	E	A/I/S
	3. Ability to support non-specialist colleagues across multiple teams to implement a range of data, monitoring and evaluation processes, proactively using stakeholder views to improve efficiency and effectiveness	E	I



	4. Ability to manage the collection, processing and safety of large quantities of data and personal information	E	A/I
	5. Ability to work effectively with colleagues in teams across the student lifecycle, negotiating responsibilities and deadlines to ensure strategic priorities are met	E	I
	6. Ability to develop and maintain networks within and outside the organisation to stay up to date on relevant subject areas	D	A/I
	7. Confidence in dealing diplomatically and assertively with colleagues, senior stakeholders and contractors/suppliers	E	I
	8. Excellent project management skills, with the ability to plan own and others' workload, to be agile and resilient when priorities change and to use own initiative to handle ambiguity	E	A/I
	9. Ability to collect, quality assure and analyse data and feedback, using a variety of quantitative and qualitative research and evaluation methods across complex programmes	E	I
	10. Experience of designing, implementing and reviewing processes, systems and policies to ensure accurate and timely reporting and regulatory compliance	D	I
Other	1. Willingness to work flexibly including occasional evening and weekend work	E	I

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

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

A – Assessed at application stage

I – Assessed at interview

S – Assessed through skills test