



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 (APP & IEAP)

Department/Division: Eden Centre

Accountable to: Head, Education Enhancement Projects

Job Summary

The LSE Eden Centre brings together educational, digital and developmental expertise at the School to support the development of academic staff, enable curriculum enrichment and digital innovation. It works with academic and professional services colleagues across the School and in partnership with students to ensure research-rich inclusive education in line with the priorities of the LSE 2030 Strategy and 'Educate for Global Impact'.

The Evaluation Manager (APP & IEAP) is a new role, initially focusing on the evaluation of the School's Access and Participation Plan (attainment and non-continuation workstreams) (c.75% of the role), as well as the Inclusive education Action Plan (c.25% of the role).

The post-holder will be responsible for ensuring there is a systemic and coherent approach to evaluation of the attainment and non-continuation workstreams of LSE's Access and Participation Plan and of the whole of the Inclusive Education Action Plan (IEAP), through benchmarking, monitoring, evaluating and communicating outcomes which deliver on the strategic aims, objectives and targets.

Whilst based in the Eden Centre, the post will also play a critical co-ordinating role working closely with key and senior stakeholders across the School to draw together and coordinate the monitoring and evaluation of different strands of activities, programmes and initiatives taking place across LSE in relation to the APP and IEAP.

The post-holder will:

- Develop and deploy institution-wide evaluation plans for the APP (attainment and non-continuation workstreams) and IEAP and play a key role in establishing and embedding a culture of evaluation for LSE's educational activities, ensuring this also meets the regulatory requirements set by the OfS.
- Strengthen LSE's approaches to analysis, monitoring and evaluation of educational activities through familiarity with and implementation of various frameworks and methodologies, including Theory of Change.
- Work collaboratively with key stakeholders across the School to embed robust monitoring and evaluation structures, enabling a better understanding of the efficacy and impact of programmes that are delivered as part of the APP and IEAP, using evidence to underpin improvements to access, success and progression.



Duties and Responsibilities

Service Delivery

- To support members of the School's Access and Participation Plan Steering Group (APPSG), and specifically the workstream leads for attainment and non-continuation initiatives, to meet the objectives and evidence impact of the Access and Participation Plan (APP).
- To support the Head, Inclusive Education to meet the objectives and evidence the impact of the Inclusive Education Action Plan.
- To contribute actively to the APP evaluation sub-group (which reports to the APPSG), liaising with the Director of Recruitment and Admissions, Head of Widening Participation and analysis and evaluation staff across the School to ensure there is a consistent and coherent approach to APP evaluation work, within agreed frameworks.
- To co-ordinate with the Education and Student Experience Analyst to specify and scope core datasets that support APP and IEAP evaluation activities.
- To contribute to the further development of evaluative practice and cultures in the work of the Eden Centre and other professional service divisions.
- To demonstrate a commitment to widening participation, inclusive education and respect for diverse identities and experience in all aspects of their work.
- Be prepared to take on varied additional duties to support the effective running and changing/emerging priorities of the Centre, whilst continuing to ensure the School meets the regulatory requirements around evaluation as agreed with the Office for Students.

Analysis and research

- In line with priorities set by APPSG and IEAP Advisory Board and working in collaboration with practitioner colleagues, plan and conduct primary research and evaluation, both qualitative and quantitative, and to suggest improvements to interventions, activities and programmes of work.
- To collect an evidence base that allows for the monitoring of progress towards outcomes and ensures that the agreed strategies and action plans are effectively implemented, including using and shaping existing datasets produced centrally by LSE.
- To maintain familiarity and develop expertise with a variety of evaluation methods, including Theory of Change.
- To perform detailed analysis and manipulation of information and data, working with the Planning Division and other stakeholders, such as colleagues in Student Services and departments as appropriate.
- To maintain and contribute to professional knowledge of issues relating to monitoring and evaluation, widening participation, inclusive education and other areas relevant to the role.
- To maintain a current awareness of best practice across the sector and of the regulatory requirements and additional guidance set by the Office for Students (OfS).

Planning and Organising Resources

- To develop, design and implement institution-wide evaluation plan for the APP attainment and non-continuation workstreams for the IEAP.
- To ensure that activities relating to the APP attainment and continuation workstreams are underpinned by a robust and communicable logic and implement rigorous and evidence-based evaluation to assess the impact of these interventions, working with colleagues in other teams across LSE, including Student Services, to ensure a consistent approach.
- To plan, co-ordinate and deliver on the evaluation of specific programmes and activities, which are aligned to APPSG and IEAP Advisory Board priorities, using variety of evaluation methods, including Theory of Change.



- To work with the Director of Recruitment and Admissions and the APP evaluation sub-group to coordinate evaluation activity across different APP workstreams and to develop processes to recommend adjustments and developments to interventions where necessary in response to evaluation, to optimise these activities to meet their objectives.
- To maintain monitoring and evaluation records and produce regular reports for internal monitoring purposes and to committees, as well as to provide data and content for external returns to national bodies, including the Office for Students.

Communication

- To ensure that, where appropriate, outputs from evaluation projects can be utilised for multiple purposes and communicated to both internal and external audiences (summaries, reports, presentations, case studies, briefing notes etc).
- Work with members of the APP evaluation sub-group to increase awareness of the regulatory requirements around evaluation as set out in the School's APP
- To take the lead in identifying and mitigating risks in relation to evaluation of activities in the APP and IEAP i.e., data protection, safeguarding vulnerable students, ethical considerations.
- To present results and outcomes and make recommendations via briefings, presentations or written reports to highlight progress and support decision making.
- To communicate, at all times, in an inclusive and accessible way in written and oral formats.

Teamwork and Motivation

- To work collaboratively across central teams in different divisions to ensure strategy and action plans are aligned and that evaluation processes are effectively developed.
- To participate in School-wide initiatives and projects where appropriate.
- To work in a way which demonstrates a commitment to integrating inclusive approaches to education in all areas of activity.
- To participate in career development reviews and take advantage of appropriate training opportunities as they arise to keep up with relevant skills and development.
- To work collaboratively with the Academic Development and Eden Digital teams on designated projects.

Liaison and Networking

- To develop and maintain contacts and networks with colleagues both within and outside the institution.
- To highlight and disseminate good practice, from internal and external sources, across the institution as well as interpret and advise on how to best meet the regulatory requirements set by the Office for Students in relation to evaluation.
- To participate in School and Divisional committees, working groups, and peer networks and forums, including the Access and Participation Plan Steering Group and IEAP Advisory Group.
- To act as a key interface for APP and IEAP evaluation work across academic departments, professional services divisions and key stakeholders.

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.