



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

Department/Division: Eden Centre

Accountable to: Head, Education Enhancement Projects

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent.	E
	A higher-level qualification in a relevant discipline	D
	Comprehensive knowledge of the UK HE context and university regulatory frameworks.	E
	Good understanding of the issues faced by different student groups across the student journey from entry to progression into further study or the workplace.	D
	Experience and confidence working with senior leadership and a wide range of stakeholders.	E
	Strong IT skills including with databases, spreadsheets and presentations.	E
	Knowledge of a wide range of qualitative and quantitative research approaches and evaluation frameworks.	E
Service Delivery	Experience of operating within and meeting the requirements of an Access and Participation Plan or similar regulatory framework	D
	Demonstrable record of supporting senior staff in delivering strategic outcomes.	E
	Able to prioritise and respond to competing demands, working flexibly and under pressure.	E
Analysis and Research	Ability to comprehend and comply with external and internal regulatory requirements.	E
	Proven ability to design small-scale research projects including scoping, consultation, project management and evaluation.	E
	Excellent qualitative and quantitative analytical and research skills.	E
	Able to comprehend and map intangible strategic objectives into programmes or interventions and draw actionable insight and	E



	demonstrate impact.	
Planning and Organising Resources	Experience of medium to long term operational planning within the context of an overarching strategy.	E
	Ability to convene, coordinate and facilitate progress within complex and evolving contexts and between multiple stakeholders.	E
	Ability to understand different, and sometimes conflicting, drivers and make effective use of lines of influence, demonstrate understanding and be a positive agent for change.	E
Communication	Demonstrable record of excellent interpersonal and communication skills.	E
	Excellent verbal and written communication skills with ability to convey complex and challenging information to range of stakeholders.	E
	Demonstrable record of producing impactful reports that contribute to decision making.	E
	Ability to contribute to and influence decision making in an organisation.	D
Teamwork and Motivation	Ability to work independently and as an active member of the team and contribute effectively to achieving its objectives.	E
	Ability to build and maintain working relationship with a range of academic and professional colleagues within the Eden Centre and across LSE.	E
	Demonstrable commitment to inclusive education, access and participation initiatives, and respect for diverse identities and experience in all aspects of their work.	E
	Evidence of commitment to personal learning and development.	E
Liaison and Networking	Ability to initiate and maintain relationships over time.	E
	Ability to engage and work collaboratively and sensitively with students.	E
	Commitment to building and contributing to networks both internally and externally.	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.