**ROLE DESCRIPTION**

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| **Job Title** | Impact and Evaluation Officer |
| **Salary Band** | SCP 37-40 |
| **Reporting to** | OPSI Programme Manager |
| **Directorate** | Public Service Innovation |
| **Service Area and sub area** | Office for Public Service Innovation |
| **Team** | Office for Public Service Innovation |
| **Political Restriction** | No |

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| **1. Primary Purpose of the Post** |
| This post will oversee research, evaluation and contribute to strategic futures thinking within the newly established OPSI team.  The primary purpose is twofold, namely to:   * provide partners with access to high quality research, evaluation and impact assessment to evidence the value of public service innovations; and * undertake strategic foresight/future thinking with partners that can help LCR prepare for new challenges, trends and opportunities for public services. |
| **2. Your responsibilities** |
| * Lead and assist partner agencies in the planning, design and delivery of evaluation methodologies and their application to projects developed to improve public service delivery within the LCR. * Manage the external commissioning of evaluations and impact assessments (i.e. social cost benefit analyses), through the development of tender specifications and scoring of proposals; and liaising with academia and other research consultancies in the delivery of contracts to time and budget. * Lead, assist and commission research studies and the preparation of futures/insight reports that will inform the development of new public service innovations within the LCR. This will include collation of best practice research and an assessment of the potential to replicate innovations within the LCR. * Produce logic models or theories of change to underpin the evaluation of OPSI prototypes and projects; and work with project leads to ensure that monitoring data and evidence is collected to feed into the relevant impact assessments. This will include information related to both costs and benefits, including reduced demand or cost savings from more effective public services and streamlined delivery. * Develop monitoring and evaluation plans for the prototypes/projects that are fit-for-purpose and meet the needs of the organisation and key stakeholders. * Effectively plan, organise and co-ordinate evaluation activities, including specifying data collection and research methods, management of any internal evaluation research, and commissioning external suppliers. * Liaise with partners to ensure that effective measurement, monitoring and review processes are embedded from the outset. Provide guidance and support to colleagues in conducting their own evaluation activities. This may also include advising on methodology, evaluation questions, data collection methods and analysis. * Review externally commissioned reports and disseminate key findings among partner agencies (e.g. Local Authorities) to support future policy development and the design of new and improved public services. * Support the development and delivery of monitoring and evaluation best practice tools and insight guides for use by service providers and projects. |
| **3. General Corporate Responsibilities** |
| To support the OPSI Programme Manager in the establishment of the project and embedding effective M&E practices into the development of the prototyping and scaling of innovations.  • To support the programme manager in promoting the work of OPSI among partners across the LCR.  • To represent OPSI and the LCRCA when working with partner organisations.  • To operate in a manner that places customers first, adopts a can-do approach and focuses on maximising outcomes for local communities.  • To work with relevant bodies to support LCRCA’s aims and ambitions.  • To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.  • To ensure the Combined Authority’s commitment to equal opportunities is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.  It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority’s safety plan.  This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing. |
| **4. Recruitment Plan** |
| Presentation  Interview |
| **Key words:**  Terms candidates may search to find this job online:   * Impact assessment * Data and evidence * Evaluation * Performance management * Monitoring information * Research methods * Public service improvement |

**PERSON SPECIFICATION**

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| **Service Area:** | Office for Public Service Innovation |
| **Job Title**: | Impact and Evaluation Officer |
| **Grade:** | SCP 37-40 |

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| **Criteria** | | |
| **Qualifications and Training** | **E = Essential**  **D = Desirable** | **Identified By** |
| Educated to degree level in a numerate subject. | **E** | **A** |
| Membership of a recognised and relevant professional body (e.g. Institute of Economic Development, TPS etc). | **D** | **A** |
| Evidence and commitment to continuous personal and professional development. | **D** | **A** |

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| **Experience and knowledge** | **E = Essential**  **D = Desirable** | **Identified By** |
| Experience of working in a monitoring and evaluation role and measuring the performance and impact of a wide range of projects and programmes. | **E** | **A/P/I** |
| In depth knowledge of evaluation techniques and an understanding of the principles guiding social research. This includes knowledge of quantitative and qualitative research methodologies; scoping logic chains or theories of change; and designing effective measurement frameworks. | **E** | **A/P/I** |
| Expertise in undertaking cost benefit analysis and valuing social and economic impacts using a range of sources including for example New Economy Unit Cost Database. | **E** | **A/I** |
| An understanding of the importance and role that evidence, research and intelligence plays in underpinning policy development and the design on new and improved interventions. | **D** | **A/P/I** |
| Experience of operating in a complex policy environment, preferably in local and/or central government or relevant consultancy. | **E** | **A/I** |
| An understanding of public service delivery and potential benefits of using data to improve service design and innovation. | **E** | **A/I** |
| Proven experience of assisting project delivery including managing external consultants. | **D** | **A/I** |
| An ability to balance competing demands and priorities, whilst at the same time delivering high quality advice and support. | **D** | **A/I** |
| Knowledge of the Magenta Book and the evaluation techniques employed by Government departments. | **E** | **A/I** |
| An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles, structures and relationships. | **D** | **A/I** |

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| **Skills and abilities** | **E = Essential**  **D = Desirable** | **Identified By** |
| Proficient skills in evaluation techniques including the development of causal chains showing the underpinning logic of the project, programme or policy to be evaluated. | **E** | **A/P** |
| Excellent data analysis, report writing and presentation skills. | **E** | **A/P** |
| Strong communication skills and an ability to present complex findings in a concise manner and format that engages a range of audiences. | **E** | **A/P/I** |
| Strong interpersonal skills with the ability to work across teams, collaborate effectively with colleagues and develop effective relationships with external stakeholders. | **D** | **A/I** |
| Ability to meet challenging deadlines and work with internal clients and external providers to meet them. | **E** | **A** |
| Strong IT skills, including a good working knowledge of Microsoft Word, Excel, PowerPoint and Teams. | **E** | **A/P/I** |
| Experience using a range of other statistical software for quantitative and qualitative analysis (e.g. SPSS; NVivo; SNAP) and databases for literature reviews. | **E** | **A** |

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| **Personal Attributes** | **E = Essential**  **D = Desirable** | **Identified By** |
| An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority. | **D** | **A** |
| A commitment to providing a high-quality customer service and ensuring service standards are met | **D** | **A** |
| Commitment to and understanding of equal opportunities | **D** | **A** |
| Willingness to work flexibly as and when required to meet objectives and timescales | **D** | **A/I** |

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| **Core Behavioural Competencies** | **E = Essential**  **D = Desirable** | **Identified By** |
| Analytical ability – attention to detail; logical thinking; effective planning and organisation | **E** | **A/I/P** |
| Interpersonal skills – effective communicator; active listener; good team working; effective presentation | **E** | **A/I/P** |
| Time management – ability to prioritise workload and manage a portfolio of projects | **D** | **A/P** |

**Key to Assessment Methods:**

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| KO – Knockout question | A - Application | P – Presentation | T - Test |
| FQ – Filter Question | I – Interview | E – Exercise | AC – Assessment |