



ROLE DESCRIPTION

Job Title	Evaluation Officer
Salary Band	SCP 37-40
Reporting to	Evaluation Manager
Directorate	Policy and Strategy
Service Area and sub area	Evidence, Research and Intelligence ('ERI')
Team	Performance, Research and Evaluation
Political Restriction	No

1. Primary Purpose of the Post
To support the Evaluation Manager to plan for, design, deliver and commission evaluation activity to inform policy development; and the design and improvement of CA interventions and programmes. The role will involve: • supporting the design, commissioning and co-ordination of external evaluations delivered for the CA by third party providers (e.g consultants; academia; community and voluntary sector providers); • engaging with external stakeholders and providing inputs to national evaluation programmes on behalf of the organisation; • supporting the planning, design and delivery of evaluations carried out internally by teams within the CA; • advising on the collection and analysis of quantitative and qualitative data; and assisting with the articulation of key findings and policy implications; and • distilling and disseminating evaluation findings internally. All evaluations will be required to meet the standards set out in the Magenta Book and the relevant Government Departmental Guidance, for example WebTAG in respect of DfT transport appraisal and evaluation.
2. Your responsibilities
• Manage and support the planning, design and delivery of evaluation projects across a broad range of policy areas and services, working with colleagues across the organisation to ensure successful delivery. • Manage and support commissioning of, external evaluations, through the development of tender specifications and evaluation of proposals; and liaising with academia and other research consultancies in the delivery of the contracts to time and budget.

- Engage with stakeholders and other externally commissioned teams in the development and delivery of national evaluation programmes, for and on behalf of Government.
- Produce logic models or theories of change to underpin the evaluation of CA policies, projects and services; and work with project leads to ensure that monitoring data and evidence is collected to inform the evaluation of projects and programmes at both the interim and final stage.
- Develop monitoring and evaluation plans for projects and programmes that are fit-for-purpose and meet funding requirements, 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 internal evaluation research, and commissioning external suppliers.
- Liaise with other internal service areas and/or external 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 within the CA and among other interested stakeholder groups (e.g. Local Authorities); and similarly work with internal teams to ensure that they produce succinct reports of key findings to support future policy development and the design of new and improved activities.
- Produce insight reports and present evaluation findings to the relevant internal and external stakeholders.
- Support the development and delivery of monitoring and evaluation best practice tools and guides for use by internal CA colleagues and external service providers and projects.
- Ensure internal guidance and toolkits remain fit for purpose, by reviewing Government guidelines and best practice published by external organisations such as the What Works Network.
- Assist in the establishment and maintenance of an evidence repository for use by internal teams within the CA- through the collection of internal reports and external reports that can be used for benchmarking purposes.

3. General Corporate Responsibilities

- To support the Evaluation Manager in the development and delivery of effective City Region evaluation practices, and implementation of the CA's monitoring and evaluation framework.



- To support the Organisation in promoting the work of the LCRCA and the wider LCR.
- In line with the respective role to ensure 'joined up' policy and practice in and across areas of the city region.
- To represent the LCRCA when working with partner organisations.
- To operate in a manner that places customers first, adopts a can-do approach and focuses on communities and working locally.
- 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
Competency Based Interview

PERSON SPECIFICATION

Job Title: Evaluation Officer

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

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience of working in an evaluation role and measuring the performance and impact of a wide range of projects and programmes.	E	A, 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
An understanding of the importance and role that evidence, research and intelligence plays in underpinning policy development and the design of 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
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
Strong understanding of the Magenta Book and the evaluation techniques employed by Government departments	E	A, P, 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
Effective time management and an ability to manage competing priorities	E	A, I
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, I
Excellent data analysis, report writing and presentation skills.	E	A,P,I
Strong communication skills (both written and oral presentation) and an ability to present complex findings in a concise manner and format that engages a range of audiences.	E	A,P,I
Strong IT skills, including a good working knowledge of Microsoft Word, Excel, PowerPoint and Teams.	E	A
Experience using a range of other statistical software for quantitative and qualitative analysis (eg SPSS; NVivo; survey platforms) and databases for literature reviews.	D	A
Ability to meet challenging deadlines and work with internal clients and external providers to meet them.	E	A

Personal Attributes	E = Essential D = Desirable	Identified By
Strong interpersonal skills with the ability to work across teams, collaborate effectively with colleagues and develop effective relationships with external stakeholders.	E	A, I
Willingness to work flexibly as and when required to meet objectives and timescales	D	A, I
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	E	A
Commitment to and understanding of equal opportunities	E	A
A commitment to providing a high-quality customer service and ensuring service standards are met	E	A



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	E	A, I

Key to Assessment Methods:

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