



Job Description

Job Title	Evaluation Officer
School/Service/Institute	Academic Quality Development
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE/Hours	1.0 FTE, 37 hours per week

Job Purpose

The Evaluation Officer will support the development of an excellent student experience at Staffordshire University by facilitating robust continuous monitoring and evaluation of a portfolio of strategic interventions.

The role holder will be key for successful implementation of our access and participation plan. The role holder will be responsible for working with stakeholders to manage the evaluation lifecycle of selected strategic, school and service level projects. Working with the Head of Education Research and Evaluation, the role holder will develop evaluation designs, methods and data collection protocols. They will carry out evaluation fieldwork and analyses as well as write up the findings for internal and external reports.

Relationships

Reporting to:	Head of Educational Research and Evaluation
Responsible for:	No line management responsibility

Main Activities

Manage the evaluation lifecycle of institutional, school and service level evaluation projects

- Provide evaluation design support across the institution to ensure methods are robust and feasible in line with our research and evaluation strategy.
- Coordinate data collection with stakeholders to ensure evaluation activities are completed to agreed timescales.
- Conduct data generation and fieldwork activities for strategic evaluation projects
- Ensure evaluations are carried out in line with University policy and priorities.

Contribute and shape the discussion for what works to support student success

- Analyse qualitative, quantitative and mixed methods evaluation data using robust techniques.

- Contribute to evaluation report writing for both internal and external stakeholders

Enable institutional change by providing evaluation advice and guidance

- Work across the institution to embed Theory of Change approaches to planning and evaluation
- Develop training, resources and materials to support stakeholders to conduct meaningful evaluation of their activities.

Support the broader research and evaluation priorities of the team as needed

- Engage in additional research activities to support the broader function of the Education Research and Evaluation Team (EREV) such as module evaluations.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University’s Environmental Sustainability Policy

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required.

The postholder will be required to travel between sites from time to time in a cost effective manner, which may be by car. This will include potential travel to London and Staffordshire to deliver Academic Quality Development’s services at these locations.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University’s policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.