



Job Description

Job Title	Education Research & Evaluation Manager
School/Service/Institute	Academic Quality and Development
Normal Workbase	Stoke
Tenure	Fixed Term for 1 year initially
Grade/Salary	Grade 8
FTE/Hours	1.0 FTE

Job Purpose

- To support the Head of Education Research and Evaluation in the strategic and operational management of evaluation, data and research for the Education portfolio, specifically to support the student experience and positive student outcomes.
- Develop new, and enhance existing methodologies to monitor and evaluate performance and interventions. This is across the student lifecycle to help to ensure that Staffordshire University meets its commitments on student experience and student outcomes.
- To support the development of our reputation as a leader in research and evaluation within the higher education sector.

Relationships

Reporting to:	Head of Education Research and Evaluation
Responsible for:	N/A
Key working relationships:	

Main Activities

- Working directly with the Head of Education Research and Evaluation to develop and implement an evaluation strategy including the identifying of key data sets including student voice, Graduate Outcomes, Progression, Retention, to support academic course planning
- Managing strategic research and evaluation projects across the academic

portfolio related to access and participation and making recommendations for accelerating progress in reaching targets

- Contributing to high level insight and recommendations in relation to University performance in key performance indicators for Education in order to support continuous enhancement of the student experience
- Supporting the analysis of complex multi factor data sets using a range of quantitative and qualitative methodologies to inform the University Executive Board about performance in key metrics and trajectories of performance
- To provide regular output of research evaluation and data analytics in user friendly format for use by Associate Deans Students and Course Directors
- Working with the Director of Learning and Teaching, the Head of Education Research and Evaluation and Strategic Planning to support, through learner analytics, delivery of excellent student experience and student outcomes
- Contribute to the strategic planning function and workstreams
- Contribute to developing new knowledge in the sector for evaluating education metrics and leading new approaches to their implementation
- Manage the strategic and operational enhancements of the institutional module evaluation process
- Inform and support the Head of Education Research and Evaluation to deliver key recommendations in meeting key performance indicators for the student experience and student outcomes
- 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
- To undertake other such responsibilities as may reasonably be required

Special Conditions

The postholder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

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.