

JOB DESCRIPTION

JOB TITLE:	Monitoring and Evaluation Manager
MANAGED BY:	Senior Monitoring and Evaluation Manager
GRADE:	11

BACKGROUND

The West of England Combined Authority is seeking to appoint a Monitoring and Evaluation Manager to join the Analysis and Evaluation team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success. With this it is imperative to have in place robust evaluation, to learn what is working and how to improve.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting to the Senior Monitoring and Evaluation manager, you will design and lead evaluation work that seeks to understand the impact of the Combined Authority's projects and provides the lessons to drive forward delivery against the Metro Mayor's priorities. This is an exciting opportunity to strengthen the way we evaluate and learn from delivery to inform future policy and project design.

As part of the Analysis Team, you will develop and deliver the corporate monitoring and evaluation framework. You will lead the M&E approach and implementation of M&E processes to guarantee consistency and purpose in evaluation activity across the Combined Authority. As an evaluation expert with proven leadership skills you will work with influence across the Combined Authority, Unitary Authorities and other partner organisations. You will be the authority on evaluation, providing direction to others and overseeing all aspects of evaluation in a variety of service areas, including business

support, skills, environment, place and infrastructure, ensuring a joined-up, coherent approach. You will lead a coordinated programme of evaluation commissions and manage the procurement and delivery of evaluation projects. You will work collaboratively with colleagues at all levels of seniority, provide advice and guidance, quality assure robust practices and ensure that learning is used effectively.

KEY RESPONSIBILITIES

You will take a lead on evaluation at the Combined Authority, managing a significant portfolio of evaluation activity to ensure accountability and produce learning that can be incorporated into decision making to improve delivery and increase impact. You will have responsibility for establishing the requisite approach and standards for monitoring and evaluation and supporting our projects to adhere to these. Your specific responsibilities will include:

- working with the Senior M&E Manager to develop and implement the corporate monitoring and evaluation framework, ensuring it is fully operationalised and best practice is embedded across the Authority so that evaluation is meaningful, robust and joined up;
- being an expert in evaluation; leading evaluation work across the Combined Authority and partner organisations, providing expertise and guidance promoting good practice and developing a learning culture;
- providing assurance on behalf of the Authority that M&E requirements are being designed-in and planned appropriately at the start of projects, for example during business case development;
- managing a portfolio of evaluations that fulfil the dual purpose of learning and accountability; working closely with leadership teams across the organisation to identify the requirements for evaluation and working closely with programme teams and the Grant Assurance team to ensure that evaluation and reporting expectations are met (for example the Government's Gateway Review of our investment funding settlement);
- leading procurement of research and evaluation commissions and managing consultants to deliver quality evaluations;
- designing and putting into practice evaluation guidance, templates and training;
- supporting project and programme managers to understand M&E requirements and provide guidance to ensure rigorous evaluation design and delivery;
- leading work with Heads of Service to develop service level logic models in their area and to strengthen programme and project logic models
- working with Heads of Service to identify an appropriate programme of evaluation activity, providing expertise in what to prioritise, identifying key evaluation questions, advising on theory-based or quasi-experimental approaches that can generate robust findings and support strategy, policy and intervention decisions;
- leading internal evaluations using qualitative and quantitative research methods, reporting findings that provide valuable support to policy development;

- proactively drawing insight and synthesising learning from evaluations (those conducted within the Authority and from across the sector); putting in place corporate processes to capture and disseminate the learning to key stakeholders (internal and external) in a manner that enables them to shape future policy.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level with a strong analytical component, or with equivalent experience
- Familiarity with HM Treasury Magenta Book and Green Book processes for project evaluation and appraisal
- Keen interest in public policy and an understanding of the West of England context with the ability to translate this into evaluation requirements

Experience

- Experience of managing monitoring and evaluation of investment programmes or large-scale projects
- Proven ability to design and deliver evaluations to assess the impact of policies, using robust methodology and reporting reliable evidence which supports practical improvements or informs strategic decisions
- A strong evaluation background with experience in developing logic models or theories of change, conducting qualitative and quantitative research, employing both theory-based and quasi-experimental design
- Experience of managing consultants or evaluation teams to deliver research or evaluation projects

Skills and Competencies

- Strong interpersonal and influencing skills, with the confidence to work collaboratively and manage a wide range of stakeholder relationships.
- Excellent communication skills to understand research requirements and ensure that results are presented clearly, disseminated widely and integrated into future planning
- Highly motivated, with experience of working autonomously to achieve personal objectives and managing others to achieve shared objectives
- Proven project management and leadership skills, with the ability to work under pressure, prioritise and ensure the delivery of results

DESIRABLE

- Experience of working in devolved government or evaluating delivery of public services
- Experience of delivering value for money evaluations

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 21s, currently £11.44 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

