

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Monitoring and Evaluation Officer (Transport)
<b>MANAGED BY:</b>	Monitoring and Evaluation Manager (Transport)
<b>GRADE:</b>	10

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Senior Monitoring and Evaluation Officer 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 to be spent on infrastructure projects. 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 Monitoring and Evaluation Manager (transport) you will lead evaluation work that seeks to understand the impact of the Combined Authority's transport projects and provides the lessons to drive forward delivery against the Metro Mayor's priorities. You will provide guidance to others, ensure robust practices are in place and that learning is used effectively. 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 support the delivery of the Combined Authority's monitoring and evaluation framework. You will take a lead implementing M&E processes for transport projects working closely with teams in the Infrastructure Directorate and other delivery partners to ensure consistency and purpose in evaluation activity.

You will work with influence across the Combined Authority and our partner Unitary

Authorities to deliver all aspects of evaluation within the transport service areas. You will plan evaluations and identify the key questions required to inform strategic decision making. You will work collaboratively with project managers to strengthen causal logic models and to deliver robust evaluations. You will be proactive in identifying the lessons learnt and disseminating findings. You will work collaboratively with other Infrastructure teams, such as Transport Strategy, Transport Operations and the Programme Management Office to ensure a joined-up coherent approach to monitoring and evaluation activity. You will also oversee and quality assure externally commissioned evaluation activity, managing consultants, to ensure successful completion of the work.

## KEY RESPONSIBILITIES

You will take a lead on evaluating transport projects at the Combined Authority, establishing the monitoring and evaluation approach and ensuring these align with the Corporate M&E Framework. You will manage a portfolio of evaluation activity, ensuring the organisation reflects on its work and incorporates learning into decision making to improve delivery and increase impact. Your specific responsibilities will include:

- working with the Evaluation Manager and the Transport Strategy team to develop and implement a monitoring and evaluation approach for transport projects to ensure evaluation activity informs the wider work of the Authority, is beneficial, robust and joined up;
- championing evaluation across the Combined Authority and partner organisations to promote good practice and help develop a culture of learning;
- designing and delivering evaluation training resources, guidance and templates;
- working collaboratively with project managers to understand evaluation requirements and provide advice and guidance to ensure sound monitoring and evaluation practices are embedded;
- strengthening logic models, designing proportionate and useful evaluations, employing theory-based or quasi-experimental approaches capable of generating robust findings to support policies and interventions;
- leading small-scale internal evaluations using qualitative and quantitative research methods, reporting findings in a way that provides valuable support to policy development;
- procuring research and evaluation services and quality assuring consultant delivered evaluations;
- working closely with programme teams in the Infrastructure Directorate and the Grant Assurance team to ensure that evaluation and reporting requirements set out by funders are met (for example the Department for Transport's M&E requirements for the City Region Sustainable Transport Settlement (CRSTS)), and working with the infrastructure Programme Management Office and benefits realisation officers to embed agreed reporting;
- identifying the relevant conclusions from evaluation and communicating these effectively to key stakeholders in order to shape future strategy and policy

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level with a strong analytical component, or with equivalent experience
- Knowledge of quantitative and qualitative evaluation methodologies and techniques - such as, experimental and quasi-experimental design, theory-based approaches, case study development, survey, interview and focus group methods
- Keen interest in public policy and transport with an understanding of the West of England context and the ability to translate this into evaluation requirements

#### Experience

- Experience of designing and delivering process and impact evaluations which provided reliable, useful evidence to support practical improvements or to inform strategic decisions
- A strong evaluation background with experience in developing logic models or theories of change, conducting quantitative and qualitative research, drawing insights and writing reports
- Experience monitoring or evaluating transport projects

#### Skills and Competencies

- Strong interpersonal skills and confidence working with a wide range of stakeholders to establish evaluation requirements and provide ongoing support.
- Excellent written and verbal communication skills with the ability to present clear analysis and disseminate findings to a diverse range of stakeholders
- Highly motivated, with experience of working autonomously to achieve personal objectives and collaborating to contribute to achieving team objectives
- Proven project management skills, with the ability to work under pressure, prioritise and take a lead in ensuring the delivery of results

### DESIRABLE

- Experience of working in devolved or local government
- Familiarity with HM Treasury Magenta Book and Green Book processes for project evaluation
- Familiarity with Department for Transport (DfT) Transport Analysis Guidance (TAG) for evaluation practitioners
- Experience of managing consultants to deliver research or evaluation projects
- 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.

