

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Monitoring and Evaluation Officer
<b>MANAGED BY:</b>	Monitoring and Evaluation Manager
<b>GRADE:</b>	8

### ROLE OVERVIEW

Key accountabilities:	The Monitoring and Evaluation Officer will support evaluation work across the MCA that seeks to understand the impact of the MCA's projects and programmes. They will help with evaluation activities, such as planning evaluations, designing data collection tools, analysing data and summarising reports. They will also provide support to the Monitoring and Evaluation (M&E) team, organise evaluation workflows and embed new ways of working across the organisation.
Key relationships:	The postholder will be required to build and maintain effective working relationships with a range of internal and external stakeholders to ensure the successful delivery of monitoring, evaluation, and analysis activities. Key relationships include M&E Managers and Officers, senior leaders, project managers across the MCA and Unitary Authorities and contractors.

### THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Monitoring and Evaluation Officer to join the Monitoring and Evaluation (M&E) team that forms part of a wider Analysis and Evaluation team.

This M&E position is a great opportunity for an individual who has worked in evaluation/ research or has a strong project support background and wants to advance their monitoring and evaluation skills. This position is pivotal in strengthening M&E practice across the MCA and will provide the post holder valuable opportunities to build M&E knowledge, gain exposure to essential practices and processes, and develop a career in M&E.

Reporting to the M&E Manager, the Monitoring and Evaluation Officer will support evaluation work that seeks to understand the impact of the MCA's projects and will

disseminate lessons to drive forward delivery against the Mayor's priorities, as well as manage administrative and logistical tasks for the M&E team.

The role will coordinate the pipeline of evaluation work across the MCA and our partner organisations, often being the first point of contact for evaluation requests and proactively engaging project managers to provide advice in planning evaluations. You will work collaboratively with other members of the M&E team to develop detailed guidance and training resources for project teams and guide project managers to deliver evaluations in a variety of service areas, including transport, economy and skills, environment, and homes and regeneration.

You will assist in overseeing externally commissioned evaluations and the promotion and implementation of the MCA's Corporate M&E framework to ensure consistency and purpose in evaluation activity across the MCA.

## KEY RESPONSIBILITIES

- Proactively develop contacts across the organisation, promote the MCA's Corporate M&E framework and advocate monitoring, evaluation and learning activities.
- Work collaboratively with M&E colleagues and project managers to support evaluation activities: logic models, M&E plans, M&E commissions and data protection requirements.
- Work with M&E colleagues to design evaluation guidance and training resources.
- Analyse and interpret evaluation data, review evaluation reports, provide feedback and write summaries.
- Support with planning evaluations and designing data collection tools.
- Develop a searchable database of evaluation evidence to promote the use of evaluation findings in future project design.
- Organise evaluation projects' documentation, deliverables and reporting timelines, and resources to ensure successful delivery.
- Manage administrative and logistical tasks to support the Analysis and Evaluation team (e.g. minute taking, arrange meetings, organise training, team communications, filing systems, website maintenance, financial and procurement support).
- Take the initiative in team planning and organisation; develop effective workflows, log M&E requests and set up and coordinate tasks in team Planners.
- Network with M&E colleagues in the Unitary Authorities and other MCAs to share and implement best practice.
- Develop your evaluation skills and expertise.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience.
- Knowledge of monitoring and evaluation, and a desire to learn about evaluation techniques and methods.
- Keen interest in public policy.

#### Experience

- Experience working on projects with multiple tasks, managing competing demands, and working as a team to meet objectives and deliver timely results.
- Experience of successfully communicating complex or technical information in an easy-to-understand manner for a range of stakeholders at different seniority levels (both verbally and written).
- Experience evaluating an intervention or working on a research project, undertaking qualitative or quantitative data collection, processing, and analysis, or report writing and dissemination.

#### Skills and Competencies

- Very organised, with good time-management and prioritisation skills.
- Strong interpersonal and communication skills; ability to build relationships with a range of stakeholders to deliver support requirements.
- Proactive in finding solutions to problems and can work autonomously to achieve objectives.
- Highly proficient in the use of standard Microsoft Office products, including Outlook, Word, Planner/Project, Excel, SharePoint and PowerPoint.

### DESIRABLE

#### Qualifications and Knowledge

- Knowledge of research or evaluation methodologies and techniques, use of logic models or theories of change in evaluation.
- Subject matter knowledge in any of the areas of MCA delivery: employment and skills, economy, business support, innovation, environment, housing and regeneration, or transport.
- An understanding of the West of England context.

#### Experience

- Leading a project or a piece of improvement work.