

JOB DESCRIPTION

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

ROLE OVERVIEW

Key accountabilities:	You will lead on transport evaluation at the Combined Authority, with responsibility for establishing the M&E approach for large transport programmes, setting M&E standards and supporting projects to adhere to these. You will manage stakeholder relationships and deliver a significant portfolio of transport evaluation activity to ensure accountability and produce learning which will inform decision making and increase impact.
Key relationships:	The postholder will be required to build and maintain excellent working relationships with a large range of internal and external stakeholders, including senior leaders, to ensure the successful delivery of monitoring and evaluation (M&E) activities and dissemination of findings and lessons. Key relationships across the MCA and Unitary Authorities include M&E managers and officers, senior leaders, transport delivery team leads, programme managers, project managers and contractors.

THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a monitoring and evaluation manager to join the Analysis and Evaluation team. Led by the regional Mayor, the West of England Mayoral 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.

This is an exciting time to join the West of England Mayoral Combined Authority. In the last year three quarters of a billion pounds of new investment has been secured for the region to be spent on infrastructure projects through Transport for City Regions (TCR) funding. This adds to the £580 million of City Region Sustainable Transport Settlement

(CRSTS) funding which is being used to deliver improved infrastructure for public transport and active travel across the region. 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. You will strengthen the way we evaluate transport projects so that we learn what is working and how to improve policy and project design.

Working in the A&E team and reporting to the Senior Monitoring and Evaluation Manager you will champion the importance of M&E with delivery teams. You will build a strong network across the MCA and UAs and work collaboratively with colleagues at all levels of seniority to drive forward evaluation and ensure it is embedded in delivery plans. You will provide advice, guidance and oversight for project evaluations. You will lead a portfolio of high-profile transport evaluations, designing frameworks to evaluate the implementation and impact of large transport programmes in the region, including for bus, rail and active travel. You will manage the procurement and delivery of transport evaluations, providing quality assurance to ensure rigour, impartiality, and transparency. The work you lead will seek to understand the impact of the Combined Authority's transport projects and you will disseminate lessons to senior audiences, ensuring they can be used to strengthen delivery aligned to the Mayor's priorities.

As part of the M&E team, you will contribute to improving and implementing the corporate M&E framework and underpinning guidance. You will lead the M&E approach and implementation of M&E processes for transport projects. As an evaluation expert with proven leadership and influencing skills you will work closely with teams in the Transport and Strategy Directorates, with our partner Unitary Authorities (UAs), and with our supply chain, providing direction and oversight to ensure evaluation activity is joined-up, purposeful and robust. You will manage evaluation officers, supporting their professional development and supervising their evaluation work.

KEY RESPONSIBILITIES

You will lead on transport evaluation at the Combined Authority, with responsibility for establishing the M&E approach for large transport programmes, setting M&E standards and supporting projects to adhere to these. You will manage stakeholder relationships and deliver a significant portfolio of transport evaluation activity to ensure accountability and produce learning which will inform decision making and increase impact. Your specific responsibilities will include:

- working with the Senior M&E Manager, Transport Strategy and other transport teams to develop and implement an overarching M&E approach for transport projects, ensure that this is operationalised and embedded so that evaluation is meaningful, robust and joined up;
- being the evaluation expert for transport projects; 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 transport evaluations that fulfil the dual purpose of learning and accountability; working closely with leadership teams to identify the purpose and requirements for evaluation and working closely with programme teams, benefits realisation officers, the PMO and Grant Assurance team to ensure that evaluation and reporting expectations are met (for example the Department for Transport's M&E requirements for the City Regional Sustainable Transport Settlement (CRSTS));
- developing and maintaining effective working relationships with a network of stakeholders across the MCA, UAs and other partner organisations to deliver evaluation effectively;
- leading procurement of research and evaluation commissions and managing consultants to deliver quality evaluations;
- designing and putting into practice evaluation guidance, templates and training;
- leading project and programme managers to understand the value of M&E and associated requirements and provide guidance to ensure rigorous evaluation design and delivery;
- leading work with Heads of Service and Programme Managers 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;
- proactively drawing insight from evaluations and ensuring the organisation captures lessons from evaluation, disseminating them to key stakeholders (both internal and external to the Authority) to shape future strategy and policy;
- leading internal evaluations using qualitative and quantitative research methods, reporting findings that provide valuable support to policy development;
- manage the evaluation budget for CRSTS and other major transport investment programmes;
- line manage within the M&E team and guide and support M&E colleagues working in Unitary Authority teams.

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, and/or DfT Transport Analysis Guidance (TAG) for evaluation practitioners and the Local Authority major schemes: benefits management and evaluation framework

- Interest in transport 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, including both process and impact evaluation
- Proven ability to design and deliver evaluations to assess the implementation and 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 or local government
- Familiarity with infrastructure project delivery or evaluating public services or transport projects
- Experience of delivering value for money evaluations