

JOB DESCRIPTION

JOB TITLE:	Senior Monitoring and Evaluation Officer
MANAGED BY:	Monitoring and Evaluation Manager
GRADE:	10

ROLE OVERVIEW

Key accountabilities:	You will take a lead on evaluation at the MCA and 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.
Key relationships:	• Monitoring and Evaluation Manager • Senior Monitoring and Evaluation Manager • Head of Analysis and Evaluation and members of the Analysis and Evaluation team • Heads of Service within the MCA and Unitary Authorities • Project and Programme Managers within the MCA and Unitary Authorities • The Corporate PMO and the Grant Management and Assurance teams • Contractors

THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Senior Monitoring and Evaluation Officer to join the Analysis and Evaluation Team.

Reporting to the Monitoring and Evaluation Manager you will lead evaluation work that seeks to understand the impact of the Mayoral Combined Authority's 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 and Evaluation Team, you will implement the MCA Monitoring and Evaluation Framework and develop detailed guidance for colleagues, that will

ensure consistency and purpose in evaluation activity across the MCA.

You will work with influence across the MCA and with our partners to deliver all aspects of evaluation in a variety of service areas, including transport, economy and skills, environment, and homes and regeneration. 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, design robust evaluations and manage delivery. You will be proactive in identifying the lessons learnt and disseminating findings. You will oversee and quality assure externally commissioned evaluation activity, managing consultants to ensure successful completion of the work.

KEY RESPONSIBILITIES

- Working with the Monitoring and Evaluation Manager to implement the MCA Monitoring and Evaluation Framework to ensure evaluation activity informs the wider work of the MCA, involves stakeholders and is beneficial, robust and joined up
- Championing evaluation across the MCA 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 providing advice and guidance to ensure sound monitoring and evaluation practices are embedded
- Strengthening logic models, designing proportionate and useful evaluations, employing theory-based or experimental approaches to impact evaluation capable of generating robust findings to support policies and interventions
- Procuring external research and evaluation consultant services, project managing and quality assuring consultant delivered evaluations
- Leading small-scale internal evaluations using qualitative and quantitative research methods, reporting findings in a way that provides valuable support to policy development
- Working closely with programme teams and the Grant Assurance team to ensure that evaluation and reporting requirements set out by funders are met (for example through the Government's Gateway Review of our investment funding settlement)
- Identifying the relevant conclusions from evaluation and communicating these effectively to key stakeholders 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 an understanding of the West of England context with the ability to translate this into evaluation requirements

Experience

- Experience of designing and delivering both process and impact evaluations which provided reliable, useful evidence to support practical improvements or to inform strategic decisions
- A strong research/evaluation background with experience of analysing quantitative and qualitative data, drawing insights, writing and reviewing evaluation reports
- Experience in the design of logic models or theories of change in evaluation, using collaborative practices

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

Qualifications and Knowledge

- Familiarity with HM Treasury Magenta Book and Green Book processes for project evaluation
- Subject matter knowledge in the area/s of economy and skills, business support, environment, planning and housing, transport, or innovation

Experience

- Managing consultants to deliver research or evaluation projects
- Working in devolved government or evaluating delivery of public services
- Delivering value for money evaluations