

## JOB DESCRIPTION

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

### BACKGROUND

The West of England Combined Authority is seeking to appoint a 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. 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 you will 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. 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 develop and implement the monitoring and evaluation framework to ensure consistency and purpose in evaluation activity across the Combined Authority.

You will work with influence across the Combined Authority and our partners to deliver all aspects of evaluation in a variety of service areas, including transport, business and

skills, and environment. 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 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 evaluation at the Combined Authority, establishing the monitoring and evaluation framework and overseeing its successful implementation. 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 to develop and implement a monitoring and evaluation framework to ensure evaluation activity informs the wider work of the Authority, involves stakeholders and 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 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 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 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 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 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 background with experience of analysing quantitative and qualitative data, drawing insights and writing 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

- Experience of managing consultants to deliver research or evaluation projects
- Experience of working in devolved government or evaluating delivery of public services
- Familiarity with HM Treasury Magenta Book and Green Book processes for project evaluation
- Experience of delivering value for money evaluations

- Experience monitoring or evaluating transport projects

## 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 £14.21 - higher than the government minimum for **over 23s, currently £10.42 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.