

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Monitoring and evaluation manager
<b>MANAGED BY:</b>	Principal Economist
<b>GRADE:</b>	12

### 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.

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 Principal Economist, the Monitoring and Evaluation manager will be responsible for ensuring that the Combined Authority effectively tracks and evaluates our delivery (in line with the Metro Mayor's ambitions.) The Combined Authority's programmes and projects have grown significantly in recent years, and (the Metro Mayor wants a real focus on delivery) so this is an exciting opportunity to strengthen the way we learn from delivery and to influence our future plans.

As the Combined Authority's lead on monitoring and evaluation, you will work with project managers across the Authority's teams, covering transport and infrastructure, business support, skills, and environment. You will be ambitious in identifying the strategic questions our evaluations should address, and collaborative in working with programme and project managers to identify the lessons.

With a strong monitoring and evaluation background, the successful candidate will join the Combined Authority at an exciting time as we work with our partners to consolidate delivery of projects to build the economic and environmental resilience of the region."

## KEY RESPONSIBILITIES

You will be responsible for developing and maintaining the Combined Authority's approach to monitoring and evaluation, and supporting our programmes to adhere to it. Building our evaluation expertise, your specific responsibilities will include:

- updating the Combined Authority's Monitoring & Evaluation Framework, ensuring it is robust across our activities and provides clear guidance to project managers;
- developing a framework of output and outcome measures for the Combined Authority's programmes, so we can track our progress against the Mayor's priorities and funding agreements;
- helping shape the evaluation requirements for our ambitious transport settlement;
- providing advice and assessing monitoring and evaluation design at project initiation;
- supporting project managers to conduct evaluations, guiding research design, supporting consultant research, and working with the analysis team to conduct small evaluations internally; and
- ensuring that the lessons from evaluations are identified and shared within the Combined Authority and with partners, so that they can be incorporated into future plans.

The monitoring and evaluation manager will work closely with stakeholders across the Combined Authority and our partner organisations. This will include both corporate teams including Grant Assurance, the Programme Management Office, and Policy team, and project delivery teams. The manager will also help the Combined Authority meet its reporting requirements from funders, including through the Government's Gateway Review of our investment funding settlement.

As a new role, this post offers a significant opportunity to shape the way that the Combined Authority reflects on its work and integrates learning into future strategy and policies

## 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
- Understanding policy and strategy context and translating this into research requirements

#### Experience

- Significant experience of managing monitoring and evaluation of investment programmes and projects
- Strong ability to design and deliver research to assess the impact of policies, using robust methodology to provide useable evidence
- Experience of managing consultants to deliver research projects

#### Skills and Competencies

- Excellent communication skills to understand research requirements and ensure that results are presented clearly and integrated into future planning
- Ability to work collaboratively with a wide range of stakeholders, both at strategic and project levels

- Ability to advocate and influence, acting as the organisation's authority on monitoring and evaluation

## DESIRABLE

### *Qualifications and Knowledge*

- Knowledge and understanding of the economic and political context of the West of England Combined Authority and experience in working in devolved government

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 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
- Access to an online shopping platform offering employee discounts across a huge range of retailers

We are about to move into a new bright, airy, modern office space, with all 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 £9.90 – higher than the government minimum for over 23s, **currently £9.50 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.