Job Title:	Evaluation Researcher
Function:	Chief Executive Office
Document Date:	22/10/2021
Grade:	Grade F
Job Field:	Policy Office

Job Purpose

The purpose of this role is to ensure strategy, services and outcomes can be developed through robust evidence. Measuring outcomes and whole systems change and understanding of the lived experience of citizens and service users. The role is critical in providing senior leaders with the business intelligence needed for effective leadership, governance and decision making.

The position holder will have recognised technical ability in a number of social research, evaluation and data analysis methodologies, championing an 'evidence first' culture both within and outside of the organisation.

The post-holder will be accountable for the design and delivery of research and evaluation projects in a partnership environment. They will be required to employ a range of innovative analytical approaches including realist evaluation methods, behavioural insights, social media research and ethnography. This will require working with academic institutions, commercial research agencies, local organisations, open source data, and directly with citizens, for the development of services to agreed service standards.   Mentorship, training and support will be provided in conjunction with our academic evaluation partner, a consortium of Universities and leading evaluation and SME specialists.

Service/Functional Accountabilities

Responsible for understanding and applying best practice that delivers high quality ethical research and evaluation services to the organisation.

Works collaboratively to build strong relationships with Essex Local Delivery Partnership (LDP), seeking to understand and define their requirements and develop research and evaluation projects that provide powerful strategic intelligence and citizen insight aligned to priorities.

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Provide advice and guidance to ensure evaluation, research and analysis activities, including specifications for external procurements, meet professional and ethical standards. Champion data literacy by coaching others through finding evidence and undertaking basic data analysis. Produce dashboards and data reports that track evaluation outcomes, combining data from different sources.

Coordinate, scope, plan, design and deliver primary and secondary research; including evaluation frameworks, that adhere to agreed outcomes, overseeing survey collection, analysis and interpretation of results, and drafting final reports.

Responsible for gathering, analysing, evaluating and interpreting a range of data sources relating to need, demand and supply across geographies and support cost/benefit analysis in reaching evidence based recommendations.

Responsible for working with academic and commercial evaluation partners to continuously develop new and relevant evaluation and research approaches and supporting the embedding of an 'evidence first' culture in the organisation. Including 'whole systems' approaches.

Responsible for encouraging and supporting non-experts to contribute to planning and delivery of high quality research, including facilitating or supporting focus groups and interviews using a discussion framework. Encouraging a culture of evaluation, data and research being part of everybody's job role.

Specific individual and shared targets and objectives are defined annually within the performance management framework.

Dimensions

Budgetary responsibility (direct or indirect impact): None

People management (including direct reports): None

Breadth of role: Evening and weekend work may be required.

Skills, Knowledge and Experience

Educated to degree level or equivalent by experience, with evidence of continuing personal development.

Practical experience and knowledge of successfully project managing and delivering primary and/or secondary research that has led to the improvement of outcomes and/or services.

Practical experience and knowledge of delivering evaluation projects, including a demonstrated understanding of evaluation frameworks and techniques, particularly in terms of demonstrating impact in complex, multi-agency programmes.

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Ability to develop bespoke resources to evaluate services and projects including; theory of change, methodological frames, survey design, analysis tools, report templates, user guidance and training.

Ability to work effectively and communicate clearly and appropriately with a range of internal and external stakeholders and partners. This includes excellent report writing, data visualisation and presentation skills.

Knowledge of governance requirements around quantitative and qualitative research methodology, the Data Protection Act, research ethics, etc.

Excellent collaboration and communication skills and willing to learn and develop through expert guidance; including working as part of multi-disciplinary teams and in a matrix environment.

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