

1 Advertisement

Post Title: Research & Evaluation Manager (Quantitative)

School/department: University Operations and Strategic Planning

Hours: Full time considered up to a maximum of 1 FTE / 37 hours

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21055

Salary: starting at £37,099 to £44,263 per annum, pro rata if part time

Placed on: 01 August 2023

Closing date: 28 August 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: To be confirmed

We are proudly committed to ensuring fair access and widening participation in higher education. We recognise that not everyone has the same start in life or the same opportunities to succeed, and we aim to address this to ensure equality of opportunity for under-represented groups at all stages of the student lifecycle. Our [Access and Participation Plan](#) outlines our current strategy and we are excited to start writing the new phase of our approach to this vital area of work.

You will work in a small central team to support the Senior Research & Evaluation Manager to provide evaluation capacity for the Access and Participation Plan Programme. You will work with evaluation colleagues with expertise in qualitative methods, and together your evaluation plans will triangulate findings to help us understand our impact.

Your role will include working with delivery staff to develop bespoke quantitative evaluation plans to understand the impact of our interventions, including survey and questionnaire design. As Quantitative Lead, you will ensure robust data collection by establishing clear protocols for practitioners and robust data management systems. You will use your expertise in advanced statistical or econometric analysis to produce high quality, reliable quantitative findings, which you will present in various formats to audiences with different levels of data literacy.

This role will directly work to create the evidence base for What Works in Access and Participation and will help to shape our future provision to ensure equality of opportunity for students of all backgrounds and characteristics.

Please contact Robyn Long R.Long@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the Access and Participation Plan at <https://www.sussex.ac.uk/study/terms-and-conditions/access-agreements>

3. Job Description

Job Description for the post of: Research & Evaluation Manager (Evidence)

Department: University Operations and Strategic Planning

Section: Research & Evaluation

Location: Sussex House / Home Working

Grade: 7

Responsible to: Senior Research & Evaluation Manager

Responsible for: Research & Evaluation Officer

Key contacts: APP Managers and staff, Deputy Heads of Access, Access and Participation Manager, Employer Engagement Managers, Planning Officers, Academic staff, Professional Services staff in Schools, Head of Data & Insights

Role description: To provide high quality quantitative research and evaluation support for the University's Access and Participation Plan Programme

The role holder will work as part of a small, central Research and Evaluation team focused on building an evidence base for the interventions the University undertakes as part of our Access and Participation Plan (APP) Programme. They will work directly with APP delivery staff to provide bespoke evaluation support for interventions. Our approach will utilise mixed methods research design, and the post holder will collaborate with colleagues with expertise in qualitative research to plan evaluations that will triangulate findings.

The post holder will lead our quantitative approaches, including design, data collection protocols, and advanced statistical and/or econometric analysis to produce robust and reliable findings on a range of complex educational interventions. They will produce statistical results and translate these into custom data visualisations and narrative reports, presenting these to staff of all levels and with varying data literacy. The post holder will contribute to developing wider training for APP delivery staff on a range of evaluation and quantitative data issues.

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote, and maintain high quality Research & Evaluation services, engendering a culture of continuous improvement.
2. Manage the operational outputs of the team, including research findings, statistical reports, evaluation plans and reports.
3. Ensure compliance with all relevant legislation, such as GDPR, and University policies, including Ethical Review requirements, interpreting the same and acting or advising on their practical application.
4. Work in partnership with other key stakeholders within the Research & Evaluation Team and the wider APP delivery teams to ensure a seamless service.
5. Plan and deliver quantitative evaluations, and work with delivery teams to ensure appropriate reporting and dissemination activities.

KEY RESPONSIBILITIES

1. Team Management and Leadership

- 1.1 Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability.
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members.
- 1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working.
- 1.4 Support the development of others, providing training and coaching in area of expertise.
- 1.5 Foster an ethos of continuous improvement.
- 1.6 Provide line management and coaching across a matrixed programme of work.

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day management of operational matters in the research and evaluation of the Access and Participation Plan Programme. Plan and implement activities across the team to ensure the achievement of departmental targets and objectives.

- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in Research & Evaluation.
- 2.3 Plan and implement improvements to systems and procedures in Research & Evaluation to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure, including GDPR, the Code of Practice for Research and Ethical Review requirements.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation, and presentation of research and evaluation data to inform decisions related to the Access and Participation Plan Programme.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

- 3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 3.2 Contribute to policy decisions and improvement in area of research and evaluation.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues, or students to ensure effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Research and Evaluation

- 5.1 Design and conduct evaluation activities for a range of interventions using appropriate research and evaluation methodologies and methods. Oversee the conduct of process evaluations as required. Work closely with staff to establish evaluation schedules for all interventions and provide bespoke evaluation support and guidance for evaluating interventions.
- 5.2 Design appropriate statistical and econometric data analysis plans for interventions and conduct the analysis as needed.
- 5.3 Design and deliver staff training and learning resources on a range of evaluation methods, approaches, and issues.
- 5.4 Establish robust data collection protocols for all evaluation activities. Oversee quantitative research data management plans for evaluation activities and ensure these are compliant with legislative, ethical, and policy requirements by establishing quality assurance measures.
- 5.5 Design and develop internal evaluation monitoring database to collate evaluation plans and reports across the Programme.
- 5.6 Write and co-author impact evaluation reports and articles to a publishable standard. Represent the University at national conferences, national and regional working groups, and other fora as appropriate to the role.
- 5.7 Conduct literature reviews and rapid evidence reviews to develop a robust evidence base for interventions.
- 5.8 Keep up to date with methodological advances and issues, ensuring that our approach to quantitative evaluation is in line with the current literature and sector standards.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 1 to 2 staff
- Responsible for building an evaluation evidence base for Access and Participation Plan Programme interventions according to the expectations outlined by the Office for Students.
- Responsible for evaluation capacity building across Access and Participation Plan Programme teams
- The post holder reports to the Senior Research & Evaluation Manager, working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the role.
2. A detailed practical knowledge and understanding of quantitative research and evaluation methodologies.
3. Effective management skills
4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.
5. Planning and organisational skills, including project management with the ability to delegate to team members where appropriate.
6. Well-developed interpersonal skills with the ability to effectively influence in area of expertise, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Commitment to customer service excellence
9. Effective IT Skills on MS platform. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. In-depth understanding of a wide range of statistical and econometric research methods for impact evaluation in educational settings.
2. Strong numerical and analytical skills including knowledge of appropriate usage of different data types and analytical approaches.
3. Experience in designing and conducting research or evaluation projects using mixed methods to generate causal or empirical evidence of impact.
4. Experience using quantitative data analysis software, such as PowerBI, SPSS, R, or Stata
5. Intellectual curiosity and the ability to keep abreast of current and developing trends and policy in widening participation, higher education, and research and evaluation.
6. Experience of writing reports and articles, and producing recommendations for stakeholders with varying levels of knowledge and understanding of data and statistics
7. Robust awareness of ethical and compliance issues relating to educational research and evaluation.

8. An empathy for the Access and Participation or Widening Participation agenda, and an understanding of the issues current issues in this field.
9. Ability to pass a DBS check

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector.
2. Postgraduate qualification in a relevant discipline (e.g., Quantitative Research Methods, Economics, Psychological Research Methods, or Statistics).
3. Experience conducting research or evaluations with children or in educational settings.