

1 Advertisement

Post Title: Research & Evaluation Officer

School/department: University Operations and Strategic Planning

Hours: Full time considered up to a maximum of 1 FTE / 36.5 hours

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

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21057

Salary: starting at £28,759 to £32,982 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 Research & Evaluation Managers to provide evaluation capacity for the Access and Participation Plan Programme. This will involve qualitative and quantitative approaches, and you will work across mixed methods research designs, including data collection, data entry, processing, cleaning, and basic data analysis. You will also conduct desk-based research to support the evidence base for interventions.

Working as part of a team, you will work with APP delivery staff to provide up to date and accurate information, advice, and guidance to colleagues, managers, and staff at all levels, and students, on a range of Research & Evaluation services, procedures or policies related to APP Programme. This will include delivering training sessions and developing learning resources and document templates and bespoke documents for use across the APP Programme.

You will also provide wider administrative support to the team, including inbox management, database management, web page management, and providing support with meetings, committees, and event planning.

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: 5

Responsible to: 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, Students, Participants

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

The post holder will support the work of Research & Evaluation Managers working to evaluate the interventions associated with the University's Access and Participation Plan (APP). This will involve qualitative and quantitative approaches, and the post holder will work across mixed methods research designs, including data collection, data entry, processing, cleaning, and basic data analysis. The post holder will contribute to written reports and presentations.

Working as part of a team, the post holder will work with APP delivery staff to provide up to date and accurate information, advice, and guidance to colleagues, managers, and staff at all levels, and

students, on a range of Research & Evaluation services, procedures or policies related to APP Programme. This will include delivering training sessions and developing learning resources and document templates and bespoke documents for use across the APP Programme.

The post holder will provide wider administrative support to the team, including inbox management, database management, web page management, and providing support with meetings and event planning.

PRINCIPAL ACCOUNTABILITIES

- Contribute to evaluation activities, including desk-based research, data collection, data entry, data processing and cleaning, and basic data analysis.
- Provide information, advice, and guidance on the range of services and activities within the Research & Evaluation Team, including creating a series of learning resources to support colleagues and students.
- Deliver staff training on a range of evaluation issues through email, Teams, and in person.
- Assess queries and potential issues within the Research & Evaluation service, advising on solutions and linking with relevant operational teams where appropriate.

KEY RESPONSIBILITIES

- Confidently advising staff and students engaging with the Research & Evaluation Team, using appropriate methods of communication tailored to the audience, answering straightforward questions regarding evaluation, researching regulations, policies, and procedures to answer more complex questions, or redirecting as appropriate.
- Developing and maintaining productive and collaborative relationships with colleagues, managers, students, and other service areas demonstrating professional credibility.
- Develop and maintain an in-depth understanding of Research & Evaluation within which the Access and Participation Plan Programme and the work of relevant external agencies, such as the Office for Students and the Centre for Transforming Access and Student Outcomes.
- Researching particular areas of enquiry to ensure appropriate advice is given.
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team.
- Where required, deliver coaching and training to develop evaluation knowledge and capabilities in line with expected standards
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages
- Maintaining and updating information systems and databases in line with the Data Protection Act and Research Ethics requirements
- Preparing ad hoc and regular management reports to aid the improvement of day-to-day processes and understanding of the services provided

- Provide advice on ongoing projects and how they might affect service users including staff and students
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Research & Evaluation Manager, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be 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 APP'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.

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

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills.
3. Well-developed interpersonal skills with the ability to quickly build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of a range of qualitative and quantitative research and evaluation methodologies
2. Awareness of the ethical and compliance issues relating to educational research and evaluation
3. Well-developed numerical and analytical skills
4. Experience using databases or managing datasets
5. An empathy for the Access and Participation or Widening Participation agenda, and knowledge of the current issues in this field.
6. Ability to pass a DBS check

DESIRABLE CRITERIA

1. Two years' experience in a similar role or two years' experience working in a university or similar environment.
2. Experience in delivering coaching or training to groups of people.
3. Undergraduate or postgraduate degree in a social science subject
4. Experience using data analysis software, for example PowerBI, R, Stata, NVivo, CAQDAS, Atlas.ti