

JOB DESCRIPTION

Senior Evidence Officer

Purpose:	To oversee the day-to-day work on the Evidence Toolkit, Practice Guides, and other evidence synthesis work.
Responsible to:	Head of Evidence Synthesis
Responsible for:	Evaluation and Evidence Officers
Number of hours:	35 hours
Length of contract:	Permanent

Task description

The senior evidence officers will lead the day-to-day delivery of work to develop and maintain our Evidence Toolkit and Practice Guides. This includes setting research questions for new synthesis work, commissioning partners to produce new evidence synthesis, overseeing programme assessment, and translating synthesis findings for practice and policy. The Senior Evidence Officer will also support the Head of Evidence synthesis to develop new tools and guidance to support this portfolio of work.

Key tasks

Evidence Toolkit

The postholder will be responsible for supporting the Head of Evidence Synthesis to develop a new Evidence Toolkit, bringing together the existing evidence store (ES) and guidebook (GBK) together into a new toolkit and will:

- / Support the development of tools to assess the strength of evidence underpinning the individual interventions and practices appearing on the toolkit
- / Assist with reviewing historical toolkit and evidence store content to upload to new toolkit
- / Work with the Programmes team to commission new evidence synthesis work
- / Lead the work programme to populate the toolkit. This will include identifying interventions and activities for potential inclusion on the Toolkit, convening a panel to assess the evidence and gathering information from providers for inclusion on the toolkit
- / Support similar processes for the maintenance of the Irish Evidence Matrix (guidebook)

Practice Guides

- / Scoping work to inform new Practice Guides on a variety of topics relevant to children and family services.
- / Commission and oversee robust synthesis studies, including systematic reviews.



- / Provide input into the guidance and recommendations of new Practice Guides, drawing on synthesised evidence.

Synthesis

- / Conduct and oversee evidence synthesis, both qualitative and quantitative drawing on systematic review methods on a range of topics and questions.
- / Conduct or oversee commissioned meta-analysis, as appropriate.
- / Support the commissioning of evidence synthesis, by setting appropriate research questions, selecting partners and quality assuring outputs.
- / Analyse and interpret complex systematic/meta-analytic findings so that they are meaningful and accessible to the organisations policy and practice audiences.

Scoping for new research (topic and methods)

- / Assist with scoping work for all new projects in evidence and programmes teams. to identify existing research and practice in the area. The postholder will work closely with the head of evidence who will set evolving research questions, depending on what evidence an iterative search process identifies.

Team development

- / As a member of the evidence team, assisting with supporting the organisation to develop a strong knowledge of evaluation methods.
- / Line manage staff to ensure they are fully supported and motivated and effectively performance managing them and according to our organisational and EDIE values.

Other

- / Provide support on any other project development and delivery, as directed by the Head of Evidence.

Additional information

Data protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Safeguarding and Equality, Diversity, and Inclusion (EDI)

Foundations is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment. Foundations is committed to building a diverse, equitable and truly inclusive organisation. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.



Person specification

Requirement	Essential	Desirable
Qualifications and training	X	X
1. An MSc or equivalent master's degree in social science, research methods, education, public health, health services or other relevant field of research	X	
2. PhD in social science or other relevant research domain		X
Experience		
3. Experience in project management delivering complex research projects at quality, with impact and to time, establishing appropriate governance with multiple, diverse stakeholders	X	
Knowledge, skills, and abilities		
4. Significant knowledge in high quality impact evaluation methodology with a rounded understanding of evaluation design	X	
5. Capability to work successfully and independently in a multi-disciplinary team	X	
6. Skill and experience in commissioning research	X	
7. Knowledge and experience of systematic literature review and synthesis	X	
8. An understanding of government, the wider policy making community, and how to effect change in policy making and practice with excellent knowledge of one or more relevant policy areas	X	
9. Good statistical skills together with a strong degree of computer literacy	X	
10. Knowledge and understanding of early intervention and children's social care and of services for children and their families across all sectors	X	
11. Excellent verbal and written communication skills with the ability to present confidently to diverse and high level audiences and to write cogently for a variety of audiences	X	
Personal qualities		
12. Commitment to equality, diversity, and inclusion.	X	