

# JOB DESCRIPTION

## Senior Evaluation Officer (Quantitative)

<b>Purpose:</b>	To lead the day-to-day delivery of quantitative research and evaluations to improve outcomes for children and families.
<b>Responsible to:</b>	Head of Evaluation
<b>Responsible for:</b>	Evidence and Evaluation Officers
<b>Number of hours:</b>	Full time – 35 hours/week (net)
<b>Length of contract:</b>	Permanent

### Role description

You'll be a senior member of the Evaluation team, reporting to the Head of Evaluation (Quantitative) and responsible for the performance and development of 1-2 Evaluation and Evidence Officers.

Your primary mission will be to contribute to the commissioning and management of impact evaluations in our five priority areas (Domestic Abuse, Relationships for Care-Experienced Children, Supporting Parents, Strengthening Family Networks, and Service and Practice Models). Working in multidisciplinary teams, your role will be to ensure that evaluations are delivered on time, on budget and to high standards. Other key responsibilities are listed below.

In return, you'll get to work on some of the first impact evaluations of interventions for children in care or at the edge of care ever conducted in the UK. This is a challenging, but hugely rewarding position.

We offer competitive salaries, respect for work-life balance, learning and development, and a great office location situated in the Evidence Quarter in the heart of St James', home to a number of like-minded research organisations.

### Responsibilities

You'll be responsible for:

- Managing a portfolio of impact evaluations throughout the entire project cycle: scoping, commissioning, design and set up, fieldwork, reporting, archiving (~0.6 FTE).
- Identifying key obstacles to evaluation in the sector, developing strategies to overcome these obstacles, improve existing processes and tools, and act as thought leader (~0.15 FTE).
- Setting objectives at the start of each quarter (for yourself and the people you line manage), planning work and capacity, reviewing processes and results, reflecting on ways of working, attending team and 1:1 meetings (~0.15 FTE).



- Managing our Knowledge Base: being aware of your skills and the skills of others in the team, developing learning and development plans (for yourself and the people you line manage), attending/delivering training, reading and networking (~0.1 FTE).

## Person specification

Requirement	Essential	Desirable
<b>Qualifications and training</b>		
<ul style="list-style-type: none"> <li>• Master’s degree in social science, economics, social policy, public health, health services or other related field, with a strong quantitative component, or relevant experience equivalent to a Master’s qualification.</li> </ul>	X	
<b>Experience (essential)</b>		
<ul style="list-style-type: none"> <li>• Experience of delivering or managing impact evaluations, such as randomised controlled trials and quasi-experimental evaluations</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of reviewing and quality assuring research protocols and reports</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of working in multidisciplinary teams including practitioners, policy makers and qualitative researchers.</li> </ul>	X	
<b>Experience (desirable)</b>		
<p>The team we are putting together needs to possess a wide range of skills which are listed below. We do not expect applicants to possess all these skills. Please clearly indicate in your application (1) which of these skills you can contribute and (2) where/how these skills were acquired and used.</p>		
<ul style="list-style-type: none"> <li>• Experience of assessing the evaluability of social and behavioural interventions</li> </ul>		X
<ul style="list-style-type: none"> <li>• Experience of scoping impact evaluation designs</li> </ul>		X
<ul style="list-style-type: none"> <li>• Experience of identifying and minimising sources of bias</li> </ul>		X
<ul style="list-style-type: none"> <li>• Experience of guiding the development of sampling plans and recruitment/retention strategies, performing sample size calculations</li> </ul>		X
<ul style="list-style-type: none"> <li>• Experience of guiding the development of primary data collection plans, assessing the properties of different outcome measures</li> </ul>		X
<ul style="list-style-type: none"> <li>• Experience of guiding the development of secondary data collection plans, scoping datasets (NPD, longitudinal surveys,</li> </ul>		X



data collected by local authorities), developing transparent and reproducible workflows

- Experience of guiding the development of statistical analysis plans X
- Experience of guiding the reporting of finding, and the interpretation of these findings X
- Experience of guiding cost evaluation plans and quality assure cost evaluation findings. X

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### **Personal qualities**

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- Self-starter with initiative, confidence and drive, willing to be flexible, co-operative and take a 'can do' approach in a dynamic and fast-paced organisation. X
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## **Additional information**

### **Data protection**

If staff have contact with computerised data systems, they are required to process and/or use information held on a computer in a fair and lawful way. Staff 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, Inclusion and Equity (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 postholders) 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.