



Job Title	Evaluation Manager
Department	Research
Reporting to	Senior Evaluation Manager
Contract	<b>Permanent/Full Time</b> (35 hours/week)
Salary range	<b>£40,000-£45,000 depending on experience</b>
Location	<i>We are a London based organisation that has been working from home since March 2019. Over the coming months, we will be encouraging people to come into the office more. We will then start a trial of hybrid working in which we are likely to ask people to come in when they want to and also when their work can be done most effectively from the office (i.e., for most collaborative meetings), but they will be welcome to work from home otherwise.</i>

### About EngineeringUK

EngineeringUK is a not-for-profit organisation, which works in partnership with the engineering community to inform and inspire young people and grow the number and diversity of tomorrow's engineers. We work locally, regionally and nationally with a wide range of organisations across business and industry, education, professional institutions and the third sector to understand the engineering sector and the skills it requires. We work in partnership with these organisations to develop and promote effective initiatives and programmes to inspire young people to consider a career in engineering.

We are guided by a series of values that we apply to all our activity.

**We are insightful** and open and honest with our insight so that everything we do to inspire young people into engineering is based on clear and up-to-date evidence, gained by listening to and learning from our community.

**We are courageous** and dynamic in the development, piloting and promotion of ideas and activities which can help us all to inspire tomorrow's engineers and increase the talent pipeline for engineering.

**We are passionate** about inspiring a new generation of engineers and a positive difference to young people's lives.

**We are inclusive**, with partnership and collaboration at the heart of what we do. We are determined to reach those people who are under-represented in modern engineering

## About the role

At EngineeringUK we use evidence to make a real difference. Through research insight and robust evaluation, we work to improve the impact of 150 organisations, as well as our own, in making a positive difference to young people's lives and securing the diverse engineering workforce the UK needs to thrive. The research and evaluation team consists of 7 researchers and analysts who work to provide these insights.

This is an exciting opportunity to deliver and develop our evaluation projects, to help build an evidence-base for STEM outreach activities and to shape how we use this evidence to inform our own and others' practice.

With support from the Senior Evaluation Manager, you will be the operational lead on our evaluations, with responsibility for:

- critically assessing the evidence required to assess impact of STEM outreach activities across a complex landscape with an emphasis on groups historically underrepresented in the engineering profession
- designing and managing the evaluation of our educational programmes, including the practicalities and logistics of collecting/analysing these data, and reporting findings to internal and external stakeholders
- working with colleagues to embed learning from evaluation findings into our future activities and the wider evidence base on the impact of engineering outreach activity
- developing advice and guidance on evaluation and impact measurement to support the engineering outreach community to evaluate their activity more robustly.

This job would ideally suit an experienced monitoring and evaluation professional interested in evaluating education programmes with a focus on increasing opportunities for young people from under-represented groups.

## Role responsibilities

*Deliver our evaluation programme through:*

- Project design - developing appropriate methodological approaches, in consultation with the Senior Evaluation Manager and relevant Product Managers, to assess the impact of EngineeringUK's outreach programmes on young people's capability, opportunities and motivation
- Project management – coordinating research and data administration, including preparing and overseeing tender processes, specifications for external data providers and research agencies, logistics for fieldwork, and progress reports
- Data collection – designing, conducting and commissioning primary research, including the development of large-scale, complex surveys
- Data analysis – collating, cleaning and validating data in preparation for analysis; analysing and interpreting statistical and qualitative data gathered through the research process; and presenting findings clearly for non-technical audiences
- Embedding learning – working closely with EngineeringUK Product Managers to interpret and understand evaluation findings to inform product development; reflecting on and continually improving impact and process evaluation approaches
- supporting EngineeringUK's equality, diversity and inclusion team to improve our monitoring processes so that we can better understand the demographic composition of our participants and the differential impact of our programmes

- creating and maintaining effective working relationships with external research agencies and data providers, ensuring agreed deliverables are delivered on time, to cost, and to a high standard

*Support the wider STEM outreach sector to improve their evaluation through:*

- supporting the development and implementation of an impact and evaluation framework to support outreach providers to appraise their work and measure key performance indicators.
- developing good practice evaluation guidance for internal and external stakeholders, reviewing literature, analysing data, and sourcing case studies
- conducting desk research where required, including literature reviews of existing reports and analysis of existing datasets

*Produce high quality reports on our findings, through:*

- authoring internally-produced research outputs, including annual programme evaluation reports
- reviewing externally-produced research outputs, ensuring they are accurate, unbiased, methodologically sound, and written in a style that is fit-for-purpose
- collaborating with colleagues to ensure we derive maximum leverage from our research and evaluation outputs

*Contribute to the wider work of the Research and Evaluation Team through:*

- responding to research and data-related queries from the engineering sector and internal colleagues
- representing EngineeringUK externally, communicating research findings and identifying opportunities to forge relationships that benefit the organisation's strategic objectives
- managing aspects of the research budget and adhere to relevant Quality Management System (QMS) processes
- co-authoring other research outputs produced by the team (outside of evaluation)
- following best practice in relation to research ethics, data storage and data management protocol, including ensuring that research is conducted in line with relevant policies, codes and applicable legislation
- keeping up-to-date with developments in education and/or STEM-related policy and available data, as well as research methods

### **Other duties**

This job description sets out the requirements of the role at the time it was drawn up and may change over time. The Evaluation Manager will be expected to undertake other tasks or duties as required.

## Person specification

### Educational requirements

- Evidence of analytical and problem-solving ability

### Essential experience and attributes

- Professional experience in monitoring and evaluation of programmes, policies or interventions in the UK context
- Excellent knowledge of evaluation techniques/practices and data collection and analysis methodologies
- Experience in undertaking literature searches and reviews, identifying relevant evidence, appraising its quality, and summarising the body of existing work
- Excellent time management skills, with experience working on multiple projects at once, adapting to changing priorities, and meeting hard deadlines
- Ability to work independently and prioritise own tasks and time, but also take direction, be flexible and work collaboratively with others, contributing to team decisions and facilitating crossorganisational working
- An understanding of ethical and legal aspects of social research and the ability to adhere to appropriate research ethics and data protection protocol

### Desirable experiences and attributes

- Experience monitoring and evaluating the impact of educational interventions
- Experience developing impact, measurement, and evaluation frameworks
- Knowledge of the STEM skills environment
- Good knowledge of statistics, including how to employ inferential techniques to estimate the effects of an intervention (e.g. regression and multivariate analysis)
- Ability to effectively engage with stakeholders, foster collaboration with external partners on shared objectives and involve users in the development of research
- Strong interpersonal and persuasive skills, with ability to manage and diffuse challenging situations – including to deliver difficult messages and work with internal and external stakeholders to identify solutions to common problems
- Strong written and verbal communication skills, with experience producing research reports and presenting findings to a range of audiences (both technical and non-technical)
- Experience analysing the return on investment (ROI) or cost-benefit of social interventions

### Applying for this role

Please send a CV and statement (no longer than 2 sides) in support of your application explaining how you fulfil the key criteria for the role by email to [HR@engineeringuk.com](mailto:HR@engineeringuk.com), quoting the job title in the subject of your email. ***Please also tell us where you saw the job advertised in your***

***email as we are currently tracking our applications.***

The deadline for applications is before 12:00 noon on **1st November**.

### **Interviews**

Applications will be assessed against the requirements for the post as set out in the Role Profile and Person Specification.

EngineeringUK are working hard to be a disability confident employer. Please let us know if there are any reasonable adjustments we can make for you during this recruitment process and beyond.

We aim to notify candidates who have been shortlisted on **Friday 5th November**. If you have not heard from us after this date, please assume that you have not been successful.

First interviews will be held virtually between **11<sup>th</sup> & 12<sup>th</sup> November**

*EngineeringUK is an inclusive organisation; we welcome everyone with all skills, experiences, and backgrounds.*

*Each applicant will be individually assessed regardless of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, ethnicity, colour, or national origin, religion or belief, disability or age.*

*We are an equal opportunities employer and are open to flexible working, including job share.*

### **Benefits / Perks**

- 28 days paid annual leave (plus bank holidays and 3 days at Christmas)
- Competitive pension
- Access to office gym with employee discount
- Yearly flu jabs
- Annual bonus
- Flexible working
- Employee Assistance Programme
- Life Assurance
- Permanent Health Insurance