

# JOB DESCRIPTION

**Evaluation and Impact Officer**

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| **Job Title:** Evaluation and Impact Officer | **Present Grade:** 6 |
| **Division:** Social Mobility and Student Success; External Relations | |
| **Directly responsible to:** Evaluation and Impact Manager | |
| **Other contacts**  **Internal**:  Widening Participation Advisory Group (WPAG), Monitoring and Evaluation Group (MEG), current students, Widening Participation, Student Success, Planning and Analytics, Careers, UK Student Recruitment, UG/PG Admissions, Marketing and Communications, other External Relations colleagues, Faculty Colleagues including Faculty Managers, Associate Deans, Admissions Tutors and Programme Directors, Students’ Union, Student and Education Services management and staff and all other professional services.  **External**:  Office for Students (OfS), Transforming Access and Student Outcomes (TASO), Higher education Access Tracker (HEAT), UK Evaluation Society (UKES), UG/PG enquirers and applicants, alumni, suppliers and service providers, HE sector professional networks, and funding organisations, community organisations, charities and local government.  **Role purpose:**  The Evaluation and Impact Officer is responsible for supporting the design, development and implementation of robust, standardised and creative forms of evaluation that will support the University in evidencing the impact of its award-winning widening participation (WP) and student success initiatives. Working with the wider Evaluation and Impact (E&I) Team, the position holder will work closely with colleagues from a broad range of academic and professional service departments at Lancaster University to support the implementation of an evaluation framework, support with the design and delivery of evaluation, provide training and one-to-one guidance, and ensure consistency and excellence in the standard of evaluation being delivered across a range of projects.  The post-holder will be able to demonstrate relevant knowledge of evaluation methods and practice, comfortable in handling qualitative and quantitative data and drawing insights from evidence to inform decision-making, to answer questions of wider strategic importance and to feed into reporting procedures in line with strategic aims and targets set by the Office for Students (OfS) and those outlined in Lancaster’s Access and Participation Plan (APP). An ability to nurture effective working relationships is also essential. The Evaluation and Impact Officer will be the main point of contact for queries relating to evaluation and the Higher Education Access Tracker (HEAT) for teams engaged in WP from across the University including Professional Service and Academic Colleagues.  **Principal duties:**  1. To support the implementation of an evaluation framework and act as the main point of contact for evaluation, statistical analysis, data collection and the implementation of the Higher Education Access Tracker (HEAT) for teams engaged in widening access and wider university colleagues engaged in WP initiatives. This includes providing advice, support and training as appropriate.  2. To co-ordinate and support the delivery of qualitative and quantitative evaluation of WP initiatives from across the student lifecycle, using a mixed methods approach i.e. surveys, focus groups, interviews etc. Using this data to monitor progress towards targets and ensuring that the agreed strategy and evaluation plans are effectively implemented.  3. To support LU colleagues to ensure compliance with GPDR, ethics and safeguarding vulnerable students/young people when evaluating initiatives.  4. To monitor and maintain records for reporting purposes, to evidence the impact of WP and student success programmes as per internal evaluation/monitoring procedures, and generate robust, high-quality data for external returns to national bodies.  5. To perform detailed analysis and interpretation of information and data, working with the Planning and Data Analytics team, presenting results and making recommendations via briefings, presentations or written reports to highlight progress and to support decision making.  6. To keep up-to-date financial records and monitor budgets in relation to project work.  7. Maintain and update own professional knowledge of issues relating to evaluation, widening access, student success and other areas specific to the role and share best practice.  8. To be involved in the delivery of divisional activities such as Open Days, Summer Schools, Teacher Conferences and Clearing.  9. At all times to carry out your responsibilities with due regard to the University’s code on Equality and Diversity, University Health and Safety Codes of Practice and Child Protection Policy.  10. Any other duties appropriate to the role as required by the Line Manager or Head of Department. | |