

## **Job Description and Person Specification**

### **Job details**

Job title: Research & Evaluation Manager – 2-year Fixed Term

Grade: BCW/ENC Grade 8 (£44,428 - £48,474)

Reports to: Assistant Director

Responsible for: Evidence Reviewer, PH Engagement Specialist, Behavioural Scientist

Directorate and Service area: Public Health

### **Purpose of the job**

The post holder will work with the PH Team to conduct robust process and outcome evaluations of a variety of projects and interventions focusing on health and wellbeing. They will be using both quantitative and qualitative methods, while drawing on their specialist knowledge and experience of health and community services evaluation.

The post holder will be required to work across the Public Health directorate, and other areas of the council in a seamless manner. The role will require proactive and effective joined-up working with a range of colleagues in Public Health, and other directorates within the Council.

### **Principal responsibilities**

1. Work closely with the wider PH Team, and a variety of stakeholders to develop robust, deliverable process and outcome evaluation frameworks for a range of projects within Public Health and the wider council where appropriate.
2. Provide line management support and work planning support in line with the Council's policies and procedures, to the Evidence Reviewer, Behavioural Scientist and the PH Engagement Specialist.
3. Assess the suitability of interventions for evaluation, and ensure that data protection and ethical approval processes are carried out before any data collection commences.
4. Undertake qualitative and quantitative data collection and apply appropriate qualitative analysis methods.
5. Apply for funding and grants to undertake research and evaluation either as standalone projects or as part of a partnership.
6. Work with the Evidence Reviewer, Behavioural Scientist and the PH Engagement Specialist to ensure the validity and reliability of the data analysis.
7. Proactively manage evaluations, including:
  - a. identifying and overcoming barriers to delivery of robust evaluations and escalating issues as appropriate
  - b. working closely with internal and external stakeholders to put in place appropriate qualitative and quantitative data collection processes to meet the needs of evaluations.

- c. ensuring join-up between the quantitative and qualitative elements of the evaluations
8. Keep key stakeholders and Public Health colleagues informed of the progress of evaluations through verbal and written updates and attendance at relevant group meetings as required,
9. Lead on and contribute to the writing of high-quality evaluation reports.

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## **Special features of the post**

### **DBS**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

### **Political Restrictions**

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

### **Medical Clearance**

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• Educated to a minimum of masters degree level in a health related subject.</li> <li>• Evidence of formal research skills training (both qualitative &amp; quantitative methods).</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification e.g., ILM 5 or equivalent.</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Experience of managing teams.</li> <li>• Experience of evaluating health and/or community interventions using robust methods (preferably as part of a university research/evaluation team).</li> <li>• Experienced in undertaking mixed methods research.</li> <li>• Skilled in qualitative and quantitative data collection.</li> <li>• Skilled in qualitative and quantitative analytical methods.</li> <li>• Advanced knowledge of using Microsoft Excel to analyse 'raw' data using pivot tables and formulas.</li> <li>• Skilled in writing up research findings (to academic journal publication standard).</li> <li>• Experience of successful funding bid writing and awards.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in using NVivo software for qualitative data analysis.</li> <li>• Experience in using quantitative data analysis software.</li> <li>• Good basic understanding of epidemiology and statistics.</li> <li>• Experience of taking a leadership role in the robust evaluation of a health and/or community intervention.</li> <li>• Experience in evaluation report writing.</li> <li>• Awareness of data collection issues and how to minimise poor quality data.</li> <li>• Budget management experience.</li> </ul>
Ability and Skills	<ul style="list-style-type: none"> <li>• Excellent interpersonal, verbal and writing skills.</li> <li>• Self-motivated with proven ability to work proactively and independently under the guidance of senior colleagues.</li> <li>• High level of organisation and time management skills and ability to prioritise workload and work to deadlines.</li> </ul>	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Ability to work effectively across different teams and stakeholders including external organisations in a collaborative manner.</li> <li>• Ability to work accurately and at pace.</li> <li>• Skilled in using MS Office suite of programmes.</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>	
Additional Factors	<ul style="list-style-type: none"> <li>• This is a hybrid role.</li> <li>• Access to and attendance at office and meeting locations in the North Northants area and ability to travel to these is required.</li> <li>• Ability to attend face to face meetings in Northamptonshire when required including occasional meetings outside of normal office hours.</li> <li>• Flexible approach to work, and demonstrable commitment to the council's "One Team" approach.</li> </ul>	