

Kent County Council

Job Description: *Senior Evaluation Manager*

Directorate	Strategic and Corporate Services
Unit/Section	Analytics
Grade	KR11
Responsible to	Performance and Analytics Manager (Evaluation)

Purpose of the Job:

As an Evaluation Manager, you will be part of the Kent Analytics team within the Strategic Policy, Relationships and Corporate Assurance division of KCC. You will be expected to be flexible and adaptable in approach but maintain a specialist focus on Evaluation.

As the Evaluation Manager, you will be expected to design and complete evaluations of service effectiveness across a range of services provided by KCC. You will communicate findings in a way that ensures decision-makers have robust evidence from which to act, so resources are focused on needs and services that deliver both, value for money and against the required outcomes. You will also work closely alongside the Performance and Analytics Manager (Evaluation), as well as provide management supervision to other members of the evaluation team.

Evidence based decision making is a priority for the council and this role will require working with colleagues across KCC and partner organisations to provide advice, guidance and support in respect of evaluations.

Main duties and responsibilities:

- Discuss and agree project requirements with clients (e.g. service managers, commissioners); draft evaluation and research specifications; deliver and contribute to key evaluation projects that are used to inform relevant KCC service policy areas, collaborating with KCC colleagues and external partners.
- Work with clients to overcome barriers, to ensure delivery of high-quality evaluations.
- Produce clear reports and deliver presentations for a variety of audiences so they can readily understand the findings and use them in their decision-making.
- Integrate projects with other research and evaluation workstreams, particularly to develop a more complete interpretation and advisory service.
- Negotiate appropriate methods with clients and provide regular progress reports to both the performance and analytics manager and clients where appropriate. Support more junior staff to undertake evaluation work.
- Undertake continued professional development and keep abreast of developments and practices in your specialist area to be able to provide advice, as part of the team, in work across Directorates to improve and reshape service delivery. Manage and support junior staff and undertaken management training where appropriate.
- Participate in the development of strategic evaluation frameworks in-line with KCC's priorities, areas for performance improvement or transformation, and inspection requirements.

- Design and deliver evaluation projects using appropriate methods such as qualitative fieldwork, conducting quantitative analysis and designing and executing surveys to address the evidence needs.
- Undertake evaluation activity in specialist projects and provide evaluation expertise across the organisation.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Senior Evaluation Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	<ul style="list-style-type: none"> • Relevant degree level study or equivalent professional experience • Commitment to further professional development
Experience	<ul style="list-style-type: none"> • Experience of working with clients to identify and establish evaluation frameworks in the public sector or similar • Experience of using quantitative analysis and qualitative research techniques to explore service effectiveness • Experience of working on evaluations/research projects and ability to deliver outcomes within tight deadlines
Skills and Abilities	<ul style="list-style-type: none"> • Excellent presentation and communication skills with the ability to articulate complex concepts and ideas impartially to non-specialist audiences • The technical know-how of qualitative and quantitative methods and how to design appropriate approaches to evaluation • Ability to positively engage stakeholders at all level to help clarify understanding of information needs • Skilled in influencing clients less likely to take part in traditional forms of evaluation and maintain relationships with clients • Works in partnership with other researchers, analysts, and other colleagues to provide relevant and high-quality contribution that influences to decision making
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of different techniques to capture, analyse and evaluate qualitative and quantitative data and information accurately and when to appropriately use data from a variety of different methods • Excellent knowledge in the relevant professional area • Standards and ethics in research and evaluation, including Data Protection, Freedom of Information, GDPR and transparency
Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>

