

Kent County Council
Job Description: Monitoring & Research Officer

Directorate: Children, Young People and Education
Unit/Section: Reconnect Programme
Grade: KR9
Responsible to: Transformation & Innovation Manager

Purpose of the Job:

The role of Monitoring and Research Officer is designed to provide expert design, delivery and analysis of monitoring and research activities which aim to capture insight into how well the Reconnect programme is working

The postholder will be required to draw on robust monitoring and research approaches and techniques, both quantitative and qualitative, to provide feedback and challenge to the Reconnect Delivery Board to ensure learning is captured and used to inform and improve the delivery of the programme.

The role will also be responsible for bringing to life the experiences of children, young people, and their families through the development of stories and case studies.

Main duties and responsibilities:

1. Design the framework for delivering quantitative and qualitative monitoring and research across the Reconnect programme, ensuring robust and appropriate approaches and techniques are used to capture insight and learning from the programme and its associated activities.
2. Coordinate the collation of data and insight with stakeholders, providers, and service users – assessing and cleansing the data to ensure it can be used for the purpose of monitoring and research.
3. Synthesize and interpret data and insight in a collaborative way to draw findings and learning, sharing this in an open and transparent way.
4. Ensure that all monitoring and research activity is conducted in line with nationally recognized research ethics, and that all activities comply with GDPR.
5. Provide verbal and written feedback to the Reconnect Delivery Board including monitoring and research reports, case studies, user stories and data analysis. This should include independent challenge where necessary.
6. Act as the single point of contact for all programme monitoring activities within the programme team – being self motivated and able to stay on task during times of complex monitoring activities.

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

Kent County Council
 Person Specification: **Monitoring & Research Officer**

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"> • Educated to degree level or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Experience of monitoring and research within a relevant field. • Experience of facilitating collaborative research synthesis workshops and events. • Experience of designing and delivering monitoring and research activities. • Direct experience of work involving analysis or research in a range of settings. • Experience of presenting reports and participating in meetings with senior managers. • Experience of engaging effectively with a range of stakeholders. • Experience of monitoring and research spanning both quantitative and qualitative methodologies.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to engage effectively with a wide variety of service users, service deliverers and stakeholders at various levels. • Ability to collect and format monitoring information from multiple sources in a timely and concise manner. • Ability to conduct a range of qualitative research including depth interviews. • Ability to analyse and interpret a wide range of complex data and insight – formulating & testing hypotheses, drawing conclusions and synthesizing findings in an effective way. • Excellent communication skills (both verbal and written) to communicate with people at all levels. • Excellent presentation and negotiation skills. • Ability to think creatively and strategically. • Excellent organisational and co-ordination skills. • Ability to meet strict deadlines and targets. • Ability to effectively plan and implement projects.
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent knowledge of a range of qualitative and quantitative research techniques. • Knowledge of research ethics and GDPR

**BEHAVIOURS AND
KENT VALUES**

Kent Values:

- 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